National Finance Center
Office of the Chief Financial Officer
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webTA 4.2 HR Administrator

PUBLICATION CATEGORY
T&A Processing

PROCEDURE MANUAL
webTA 4.2 HR Administrator

Table of Contents

Latest Update Information

Section	Description of Change
webTA 4.2 HR Administrator	This is the first issuance of the webTA 4.2 HR Administrator procedure manual.

Accessibility for Users of Assistive Technology with webTA

The National Finance Center (NFC) is committed to providing applications that comply with Federal accessibility laws and standards.

Navigation within Frames

Online help utilizes embedded frames. To navigate between embedded frames:

1. Select ***Help***. The browser opens. By default, the focus is in the content pane.
2. Press the **Tab** key to move the focus to the Related Topics (if any).
3. Press the **Enter** key to open a related topic link.

   OR

   Press the **Tab** key to move the focus to the Table of Contents.
4. Press the **Enter** key to open a different help topic link.

Navigation with Keyboard Shortcuts/Commands

- To move forward from link to link or to interactive elements, press the **Tab** key.
- To move backward from link to link or to interactive elements, press the **Shift** + **Tab** keys.
- To select hyperlinks, press the **Enter** key.
- To select buttons, press the **Enter** key.
- To navigate and select radio buttons, press the **up** and **down arrow** keys.
- To select and deselect check boxes, press the **spacebar**.
- To navigate and select dates from the Calendar picker, use the following options:
  - To move to the day to the left, press **Control (Ctrl)** + **left arrow**.
  - To move to the day to the right, press **Ctrl** + **right arrow**.
  - To move to the row above, press **Ctrl** + **up arrow**.
  - To move to the row below, press **Ctrl** + **down arrow**.
  - To change the month, press the **page up** or **page down** key.
- To navigate and select options from combination boxes, use the following options:
  - To view all options, press the **spacebar**.
  - To move through options, press the **up** and **down arrow** keys.

  - To select an option, press the **Enter** key.
- To navigate and select options from a selection box, press the **up** and **down arrow** keys.
- To navigate and select options from the Role selection box, use the following options:
  - To view all options, press the **Enter** key.
  - To move through the options, press the **Tab** key.
  - To select an option, press the **Enter** key.
- To navigate and select options from the Transaction Code selection box on the Timesheet pages, use the following options:
  - To move through the options, press the **up** and **down arrow** keys.
  - To select an option, press the **Enter** key.
  - To clear current options, press the **Backspace** key once, then type the search criteria.
- To insert a daily comment on a Timesheet page, press **Shift** + **R**.
- To display and place the focus on Skip Link, press **Alt** + **P**.

Contact Information for Users of Assistive Technology

If you experience an issue due to accessibility as defined by the United States Access Board, please contact your Agency Servicing Personnel Office for assistance. Authorized Agency Contacts (AACs) listed in Table Management System (TMGT) Table 063, Department/Agency/Bureau Contact, Contact Type 04, should contact the NFC Contact Center at **1-855-NFC-4GOV** (**1-855-632-4468**) or via the customer service portal. When contacting the applicable person, please include all information regarding the function that you are trying to use within the application.

Typographical Conventions

Convention	Example
References to a button are indicated by Courier New font and in bold.	Select the **Save** button.
References to email addresses are indicated in italics.	For additional assistance, send email to *jane.doe@usda.gov*.
References to menu options are indicated in italics and in bold.	To print the Earnings and Leave (E&L) Statement, select ***File > Print***.
References to system messages are indicated by Courier New font and are italicized.	The message *Changes have been made. Save changes?* is displayed.
References to valid values are indicated by Courier New font and are italicized.	Valid values are **None**, **End**, or **Start**.
References to actual data are indicated by Courier New font.	Enter 10 into the field.
References to telephone numbers are indicated in bold.	For assistance, call **1-800-555-1212**.

Feedback

You can provide feedback to NFC from within the Web version of the manual. Select the **Send Us Feedback** button on any page within the manual. A popup will appear for you to add comments. Your response generates an email that automatically identifies your exact location in the document so that we can better address your comments and/or questions.

Overview

webTA is a Web-based Time and Attendance (T&A) report application specially designed to meet the T&A reporting requirements for Federal Departments or Agencies and their employees. The application can be securely accessed with an Internet browser, allowing users the flexibility to enter T&A data from anywhere they have an Internet connection. Transaction Code (TC) and leave type tables are used to enter data in webTA. Once approved, the timesheets are picked up on scheduled build files and transmitted to NFC for processing. Once received, these T&A files are edited using the Time and Attendance Validation System (TIME) job.

Employee profile information is brought into webTA via a Payroll/Personnel System (PPS) daily feed from NFC. This information is retrieved from PPS after the Personnel Input and Edit System's (PINE) and the Personnel Update System's (PEPL) run each evening. This daily file updates all accessions and separations. New employee records should be added via this PPS daily feed. Only in special circumstances should an employee be added directly into webTA. This eliminates errors and maintains consistency between webTA and PPS. At the end of the pay period, additional information is updated after the Bi-Weekly Examination Analysis and Reporting System's (BEAR) run is complete.

webTA allows for both the timekeeper and/or the employee to enter and submit T&A data on a daily basis throughout the pay period.

webTA is used to:

- Maintain a personal information record for each employee at a specific T&A contact point. This record contains employee-related information needed for T&A reporting.
- Gather data entered for the purpose of recording attendance and leave, and for calculating employee wages each pay period.
- Enter T&A data at any time during the pay period.
- Record daily time.
- Allow for the timekeeper to enter and submit an employee’s timesheet if the employee is not available.
- Establish a default schedule for an employee so that only absences from work or changes in the tour of duty must be entered.
- Enter scheduled leave in advance.
- Record cost accounting.
- Select transaction and accounting codes from drop-down lists.
- Maintain accounting tables at the Agency level.
- Enter corrected/split/final timesheets.

- Perform certain edits to determine if the data is correct.
- Provide T&A related reports.

Timesheets are processed through TIME, which reads, collects, edits, audits, and validates the data for payment. All errors encountered are reflected on an error list, and timesheets in question are placed in an error suspense file. Timesheet errors are corrected by NFC and are again processed through TIME. After timesheets pass all edits and are validated, the database is updated for subsequent payment processing.

Timely submission of timesheets is necessary because of the impact on the employee's pay. Timesheets should be completed on the last day of the pay period and processed as soon as possible. Timesheets should be transmitted to NFC no later than close of business the Tuesday following the last day of the pay period.

This section includes the following topics:

Related Systems and Applications

webTA data is displayed and/or interfaces with the systems and/or applications described below.

Adjustment Processing System (ADJP). ADJP provides automatic handling of a variety of payroll adjustments. This system processes adjustments due to corrected T&As and late personnel actions effective up to 1 prior year.

Bi-Weekly Examination Analysis and Reporting System (BEAR). BEAR analyzes payroll and personnel transactions that occurred during the processing of each pay period. BEAR generates a multitude of end-of-pay-period report notifications and generates certain personnel actions.

Employee Personal Page (EPP). EPP is used by employees to view payroll, leave, travel, health insurance, life insurance, and other personal information. It also displays news items from the Agency or NFC. EPP further allows employees to link to other sites, such as Thrift Savings Plan (TSP), Combined Federal Campaign (CFC) Give Back, etc. The Self-Service option of EPP is used to change an employee's residence address, Federal and State tax withholding, financial allotments, and direct deposit information. EPP is available on the Application Launchpad of the NFC Home page.

EmpowHR. EmpowHR is a Human Capital Management system that is an integrated suite of commercial and Government applications that can be leveraged to automate common administrative tasks associated with human resource management and reduce internal operational costs using industry best practices. EmpowHR is available on the Application Launchpad of the NFC Home page.

Financial Management Modernization Initiative (FMMI). FMMI is an advanced, Web-based core financial management application that complies with Federal accounting and systems standards. FMMI provides a daily feed to webTA to update accounting codes. FMMI is available on the Application Launchpad of the NFC Home page.

FOCUS Reporting System (FOCUS). FOCUS is used to provide Agency offices with ad hoc reporting capabilities on an "as-needed" basis.

Information/Research Inquiry System (IRIS). IRIS is a menu-driven system used for inquiry access to an employee's current personnel data and certain historical payroll data as a result of transactions processed in PPS.

Insight. Insight is a comprehensive, enterprise-wide data warehouse with advanced reporting and business intelligence capabilities. Insight provides customers integrated data and flexible analytics to drive strategic business decisions. Insight is available on the Application Launchpad of the NFC Home page.

Management Account Structure Codes System (MASC). MASC is an online system that provides users with direct system access to add, replace, delete, and query table data. MASC is composed of tables and accounting documents that contain support information for edits, references, reports, and identifiers used in application programs. This support information ensures that NFC maintains a high degree of data integrity and validity. It is important that MASC contains up-to-date and accurate data. The accounting codes entered in webTA are edited against MASC.

Payroll Computation System (PAYE). PAYE is the heart of the integrated PPS. It performs the complicated computation routines required to produce net salary data for disbursement and transmission to Treasury. In addition to creating disbursement data, PAYE also creates accounting records that are processed and reported through the Payroll Accounting System (PACS).

Payroll/Personnel Inquiry System (PINQ). PINQ is used as a tool for researching payroll-related inquiries received from employees and other sources. PINQ provides immediate access to at least 25 pay periods of current payroll data. Data entered in webTA is displayed in PINQ after it passes the TIME edits.

Personnel Input and Edit System (PINE). PINE is a subsystem of PPS. PINE edits data released from Payroll/Personnel entry systems, payroll documents, and position data. PINE edits the data before it is applied to the Payroll/Personnel database, comparing the employee's database record to the data being entered. PINE processes personnel actions and payroll documents Monday through Friday of each week and on the first Saturday of the pay period, regardless of the effective pay period. After the data is released to PEPL, it is retrieved during the pay period, and the information is displayed in IRIS.

Personnel Update System (PEPL). PEPL performs the update function of the personnel areas of the database. All documents passing validation through PINE are processed through PEPL for transmission to the database. The data is retrieved during the pay period from PEPL and displayed in IRIS. PEPL also produces a log of all transactions applied to the database, as well as utilization and management reports.

Position Management System Online (PMSO). PMSO is a real-time online database system of PPS. PMSO allows Agencies to add, change, inactivate, reactivate, and delete/restore position data for immediate update to the PMSO database. PMSO also provides Agencies' report generation and online inquiry capabilities for PMSO data and allows for complete control and management of position data.

Report Generator System (CULPRPT). CULPRPT is an online reporting system used to generate formatted payroll and personnel-related reports. CULPRPT reports are used to alert Agency staff to missing T&As or personnel documents, discrepancies in leave balances, and failure of TIME edits.

Reporting Center (RPCT). RPCT is a Web-based reporting application offering Administrative, Financial, Personnel, Workforce, and Security reports. RPCT is available on the Application Launchpad of the NFC Home page.

Table Management System (TMGT). TMGT is a menu-driven database management system that provides direct access to table records containing selected data elements from the payroll/personnel, financial, and administrative systems. TMGT allows authorized users to view and update records, request reports, and view documentation data for various tables used in application programs. All TCs used in webTA are from TMGT Table 032, Transaction Codes.

Time & Attendance Validation System (TIME). The initial processing of timesheets is accomplished through TIME, which reads, collects, edits, audits, and validates the data for payment. All errors encountered are reflected on RPCT's T&A Error Analysis Report and the timesheet in question is placed in an error suspense file. The timesheet is corrected at NFC and is processed through TIME again. After the timesheet passes all edits and is validated, the data is updated on the database for subsequent payment processing.

Time Inquiry - Leave Update System (TINQ). TINQ is an online leave entry and correction system used to update leave data that is incorrect and cannot be corrected by submission of corrected timesheets. It is also used to transfer leave for employees participating in the Voluntary Leave Transfer Program (VLTP) and the Voluntary Leave Bank Program (VLBP), or the Emergency Leave Transfer Program (ELTP).

Agency/NFC Responsibilities

Listed below are the responsibilities of the primary organizations involved in processing and system maintenance.

Agency:

- Requests security access to webTA for HR (Human Resources) Administrator. The HR Administrator grants webTA access for webTA roles.
- Enters timesheet data for each employee, as required by law and regulations.
- Certifies timesheets to be transmitted to NFC by established timeframes. Timesheets should be transmitted to NFC by the close of business on Tuesday following the end of a pay period.
- Corrects leave errors.
- Monitors timesheet-related status reports and takes measures to reduce timesheet rejections and leave errors.
- Monitors timesheets received by NFC to account for all active and full-time employees.

NFC:

- Processes T&A data within established timeframes.
- Reviews timesheet edit error messages and corrects the timesheet. Contacts the Agency for assistance as necessary.
- Monitors timesheets received to account for all active and full-time employees.
- Provides reports.

Record Retention Requirements

For T&A data electronically transmitted to NFC, Agencies must maintain the certified T&A report and all appropriate supporting documentation for a 6-year period in compliance with General Records Schedule (GRS)-2 and the General Accounting Office (GAO) audit requirements.

NFC will maintain the personal payment history required in the Fair Labor Standards Act (FLSA) cases and court-ordered restorations as cited in the supplemental authorization NC1-16-79-5 to GRS-2.

Reference Material

Additional information regarding timekeeping and T&A processing may be found in the Time and Attendance Instructions (TNAINST) and the TIME Edit Messages procedures. To view these procedures, select **HR and Payroll Clients** from the **MyNFC** drop-down menu on the NFC Home page. At the HR and Payroll Clients page, select the **Publications** tab and select the T&A Processing category to access these procedures.

Reporting Capabilities

webTA offers reports according to a user's assigned role(s).

Note: For information on reports within webTA (including examples of each report), see the Reports section of this procedure.

RPCT provides the following reports to assist Agencies in processing timesheets.

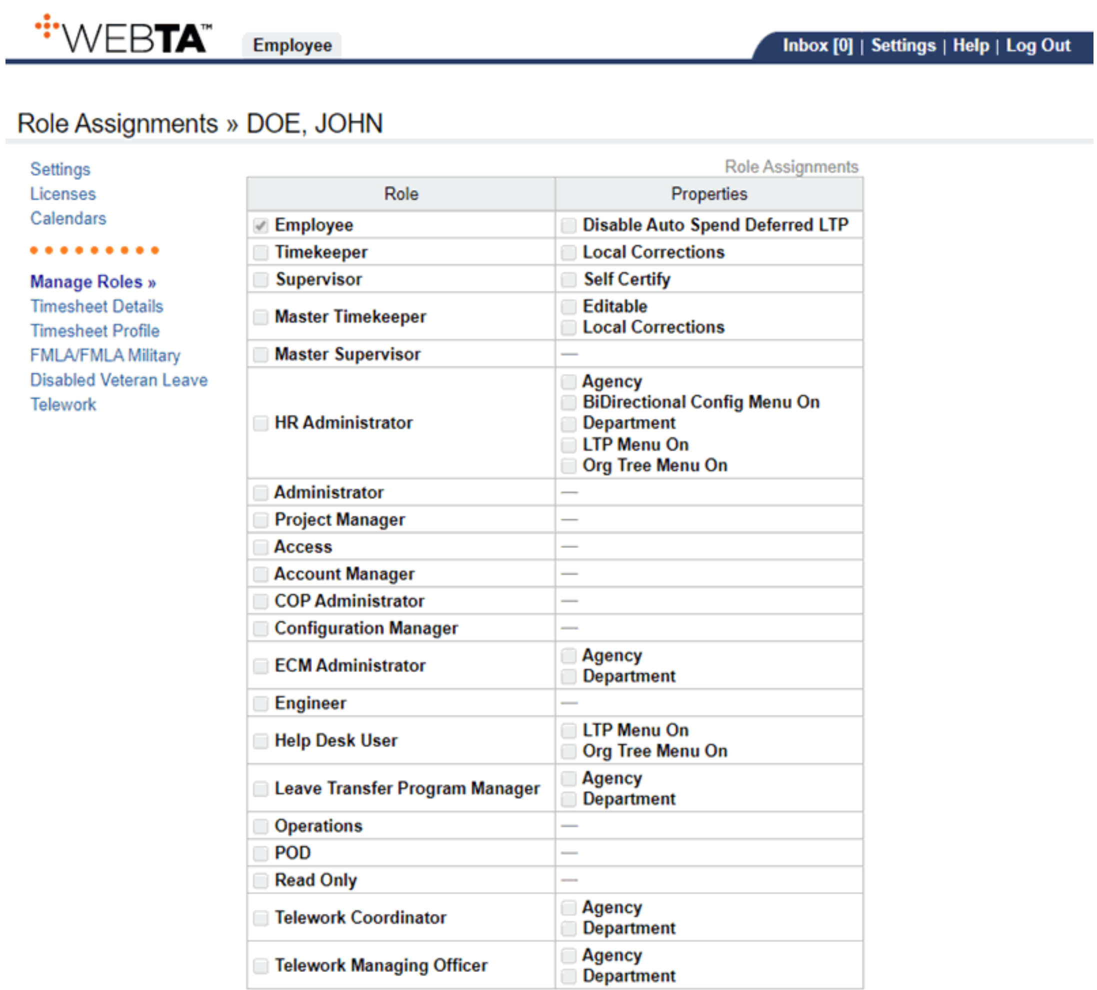
- Leave Error Report — Lists employees with leave discrepancies. Discrepancies occur when the employee's leave balance(s) on the payroll/personnel database and those on the timesheet for a particular pay period do not match. This report is produced each pay period a leave discrepancy exists.
- T&A Error Analysis — Lists employees identifying timesheet edit errors corrected by NFC during the processing pay period.
- T&A Missing Personnel Actions — Lists timesheets with missing personnel actions which require an action to be taken by the personnel office before the timesheet can process.
- T&A Reject Report — Lists the total number of timesheets, valid timesheets, rejected timesheets, and the percentage of rejected timesheets by Department, Agency, and pay period.
- T&A YTD (year-to-date) Reject Report — Lists the total number of timesheets, valid timesheets, rejected timesheets, and the percentage of rejected timesheets by Department, Agency, and pay period from the first pay period of the chosen year though the selected pay period.
- T&As Not Received by NFC — Lists active full/part-time employees whose timesheets were not received by NFC for the current processing pay period. It should be generated on the Tuesday, Wednesday, Thursday, and Friday mornings after all known timesheets have been electronically transmitted to NFC.

Roles

An Agency Security Officer (ASO) requests access for webTA HR Administrators. Roles are assigned in webTA by an HR Administrator at the Agency level. At least 2 weeks should be allowed for the request to be processed.

Note: The Departmental HR Administrator assigns Agency and POI HR Administrator roles for USDA Agencies.

Each webTA role is designated by a separate menu tab. webTA users will only see the tabs corresponding to the role(s) they are granted.



The following roles are available in webTA 4.2:

Note: Access and specific properties of each role are determined by the selections made.

Employee

- Enters, edits, and validates timesheet.

- Views current and historical timesheet information.
- Submits leave and premium pay requests to their supervisor.
- Enters dollar transaction requests.
- Views leave balances.
- Generates leave audit reports.
- Views COP information if COP module is implemented.
- Sends messages to their timekeeper and/or supervisor.
- Sets up and modifies default schedule.
- Donates leave.
- Adds case hours if the Case Tracking module is implemented.
- Adds activities if the Labor Distribution module is implemented.
- Adds emergency contact information if the Emergency Contact module is implemented.

Note: The Disable Auto Spend Deferred LTP function prevents the employee from using leave transfer program (LTP) hours that have been deferred.

Timekeeper

- Assigns accounting codes for employee use.
- Selects and/or searches for an employee record.
- Enters, edits, and validates timesheet data on behalf of assigned or delegated employees.
- Submits leave and premium pay requests on behalf of assigned or delegated employees.
- Corrects timesheets.
- Views COP information if COP module is implemented.
- Delegates Timekeeper role in the event of absence.
- Reassigns employees to timekeepers and/or supervisors.
- Reviews previously certified timesheet data.
- Manages an employee's profile.

Note: These functions are limited to employees who are assigned or delegated to them.

Note: The Local Corrections function enables the timekeeper to make corrections to timesheets that are strictly for Agency purposes and will not be transmitted to NFC for processing.

Supervisor

- Selects and/or searches for an employee record.
- Certifies or rejects validated timesheets before submitting to NFC.
- Reviews and approves, or denies all leave and premium pay requests.
- Views COP information if COP module is implemented.
- Delegates supervisory role in the event of absence.
- Generates various reports.
- Assigns activity sets if the Labor Distribution module is implemented.
- Assigns cases if the Case Tracking module is implemented.
- Views an employee's emergency contact information.

Note: These functions are limited to employees who are assigned or delegated to them.

Note: The Self Certify function enables the supervisor the ability to certify his or her own timesheet.

Master Timekeeper

The Master Timekeeper has Timekeeper role functions plus the following unless the **`Editable`** selection is removed:

Note: When the Master Timekeeper role is selected, the **`Editable`** selection is checked by default. If removed, the Master Timekeeper will have read-only access to the records of all employees within their organization.

- Overrides timesheet validation errors, if applicable.
- Assigns schedule templates to assigned Agencies and POIs (personnel office identifiers).
- Assigns shifts to assigned Agencies and POIs.

Note: The Local Corrections function enables the Master Timekeeper to make corrections to timesheets that are strictly for Agency purposes and will not be transmitted to NFC for processing.

Master Supervisor

The Master Supervisor has Supervisor role functions plus the following:

- Decertifies timesheets.
- Rejects timesheets.

Note: The Master Supervisor has access to the records of all employees within their organization.

HR Administrator

- Adds new employees when required.

  Note: Employee records should be loaded to webTA through the daily PPS feed from NFC.

- Adds and edits employees' profiles and ensures records are processed for all employees in an Agency.
- Adds and edits user information.
- Generates reports.
- Includes the following functions, if selected:
  - Agency — Enables the HR Administrator to edit all organizations and users under their assigned Agency. This function allows the HR Administrator read-only access to timesheet profiles and the bidirectional configuration settings located on the BiDirectional Configuration page.
  - BiDirectional Config Menu On — Enables the HR Administrator to access the BiDirectional Config menu, which includes daily, weekly, and global settings for updating supervisor and timekeeper assignments, specific leave types, and specific email contact information. The HR Administrator must have the Department role function enabled in order to edit bidirectional configuration settings.
  - Department — Enables the HR Administrator to access all organizations, Agencies, and users under the top-level organization. This function also allows the HR Administrator to edit timesheet profiles and, if properly licensed, edit the bidirectional configuration settings located on the Bidirectional Configuration page. If the Department function is enabled, the Associate Agencies with POIs option is included under the System Set Up section on the main menu. This role also assigns Agency and POI HR Administrator roles.
  - LTP Menu On — Enables the HR Administrator to access the Leave Transfer Program Management menu, which includes options to work with leave transfer program accounts, recipients, donations, and deductions.
  - Org Tree Menu On — Enables the HR Administrator to access the Organization Management menu which includes options to add, move, edit, and delete organizations and suborganizations.

Administrator

- NFC-use only.

Project Manager

- Creates, modifies, and deactivates projects.
- Adds employees to projects.
- Tracks hours charged to projects.

Access

- NFC-use only.

Account Manager

- Enables and disables accounts.
- Enters account start and end dates.
- Filters accounts by fiscal year, program code, and function.
- Disables multiple fiscal year accounts at the same time.
- Reopens previously disabled codes.
- Generates reports.

COP (Continuation of Pay) Administrator

- Creates and manages COP accounts.

Configuration Manager

- NFC-use only.

ECM (Emergency Contact Management) Administrator

- Accesses all organizations and users within an Agency.
- Accesses all organizations and users within a Department.
- Updates footer text that appears on the employee's Emergency Contacts page.
- Generates reports.

Engineer

- NFC-use only.

Help Desk User

- NFC-use only.

Leave Transfer Program Manager

- Manages leave transfer recipient accounts based on level of responsibility (Department, Agency, POI).
- Creates and closes accounts.
- Reviews, approves, and/or denies leave donations from donors.
- Manages the leave transfer agreement disposal.
- Generates reports.

Operations

- NFC-use only.

POD (Payroll/Personnel Operations Directorate)

- NFC-use only.

Read Only

- NFC-use only.

Telework Coordinator

- Reserved for future use.

Telework Managing Officer

- Reserved for future use.

Getting Started

webTA may be accessed from any computer or mobile device with an Internet connection. This allows users to complete T&A transactions from any location.

This section includes the following topics:

Logging In

Users may log in to webTA via:

- User ID and password
- eAuthentication (user ID and password)
- eAuthentication (Personal Identity Verification (PIV) or Common Access Card (CAC))

To Log In Using a User ID and Password:

1. Connect to the ***NFC Home page*** (***http://www.nfc.usda.gov***).
2. Select the **Applications** link. The Application Launchpad is displayed.

3. Select the ***webTA*** icon. The webTA Time and Attendance Application landing page is displayed.

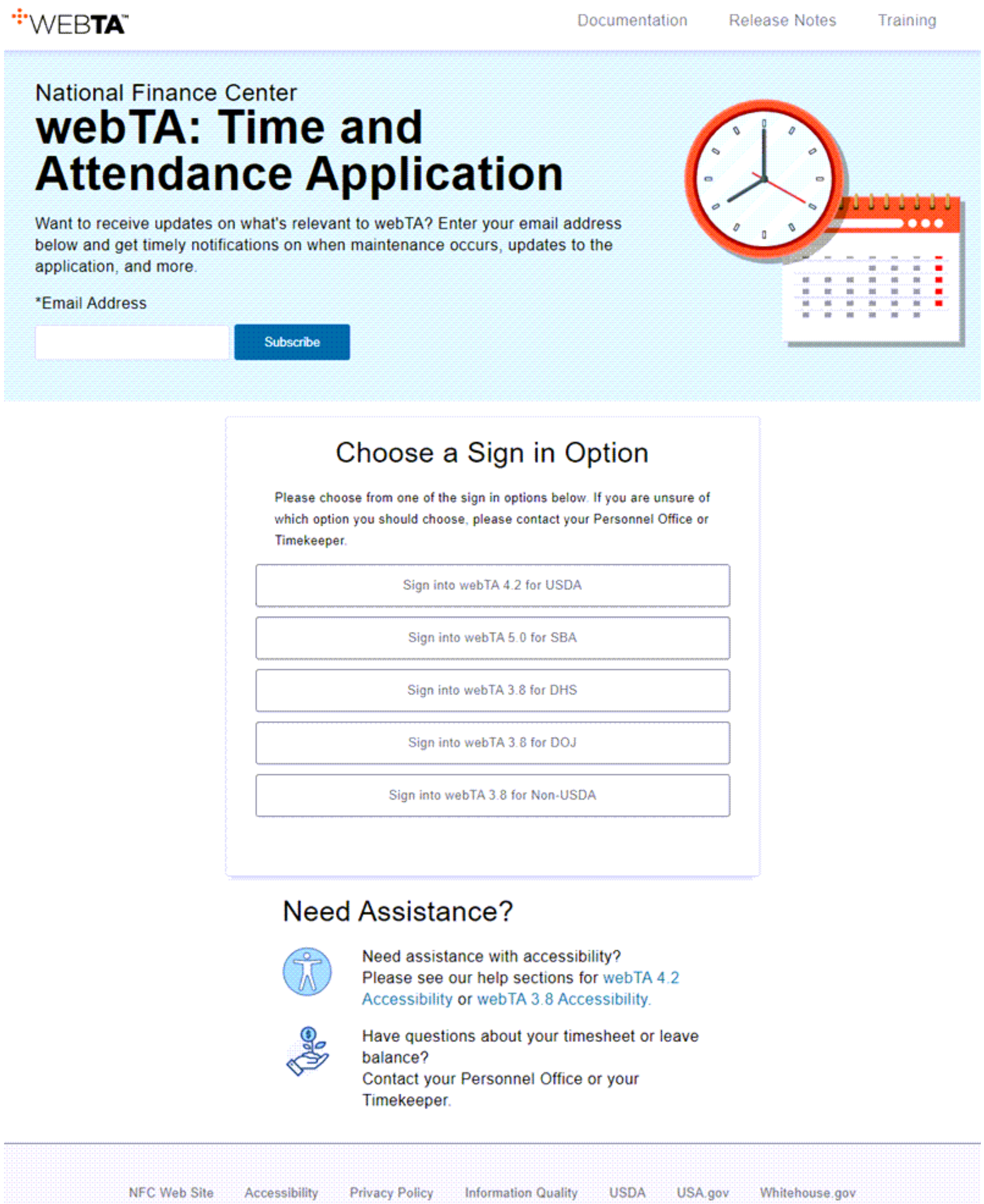


Figure 1: webTA Landing Page

4. Select the applicable webTA sign in option. The webTA login page is displayed.

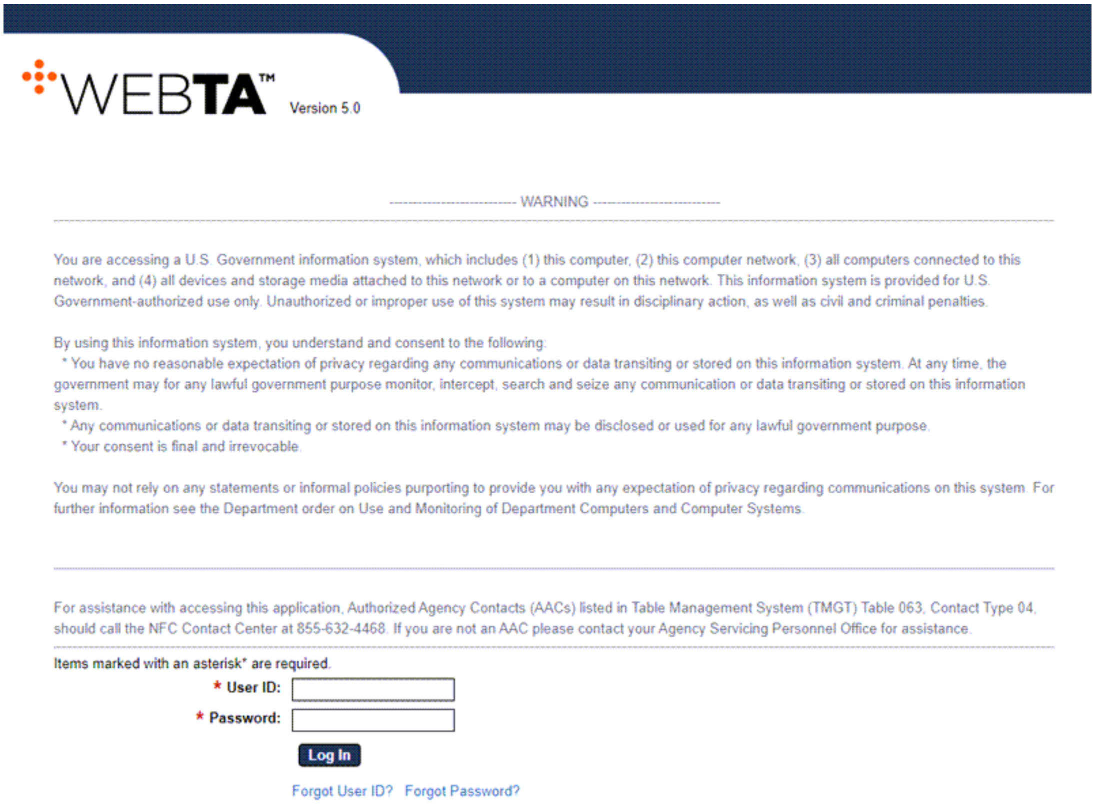


Figure 2: webTA Log In Page

5. Complete the following fields:

   User ID (see "***User ID Field Instruction - webTA***" on page 240)

   Password (see "***Password Field Instruction - webTA***" on page 232)

6. Select the **Log In** button. The webTA Main Menu page is displayed.

To Log In Using eAuthentication With PIV/CAC:

1. Connect to the ***NFC Home page*** (***http://www.nfc.usda.gov***).

2. Select the **Applications** link. The Application Launchpad is displayed.

3. Select the ***webTA*** icon. The webTA Time and Attendance Application landing page is displayed.

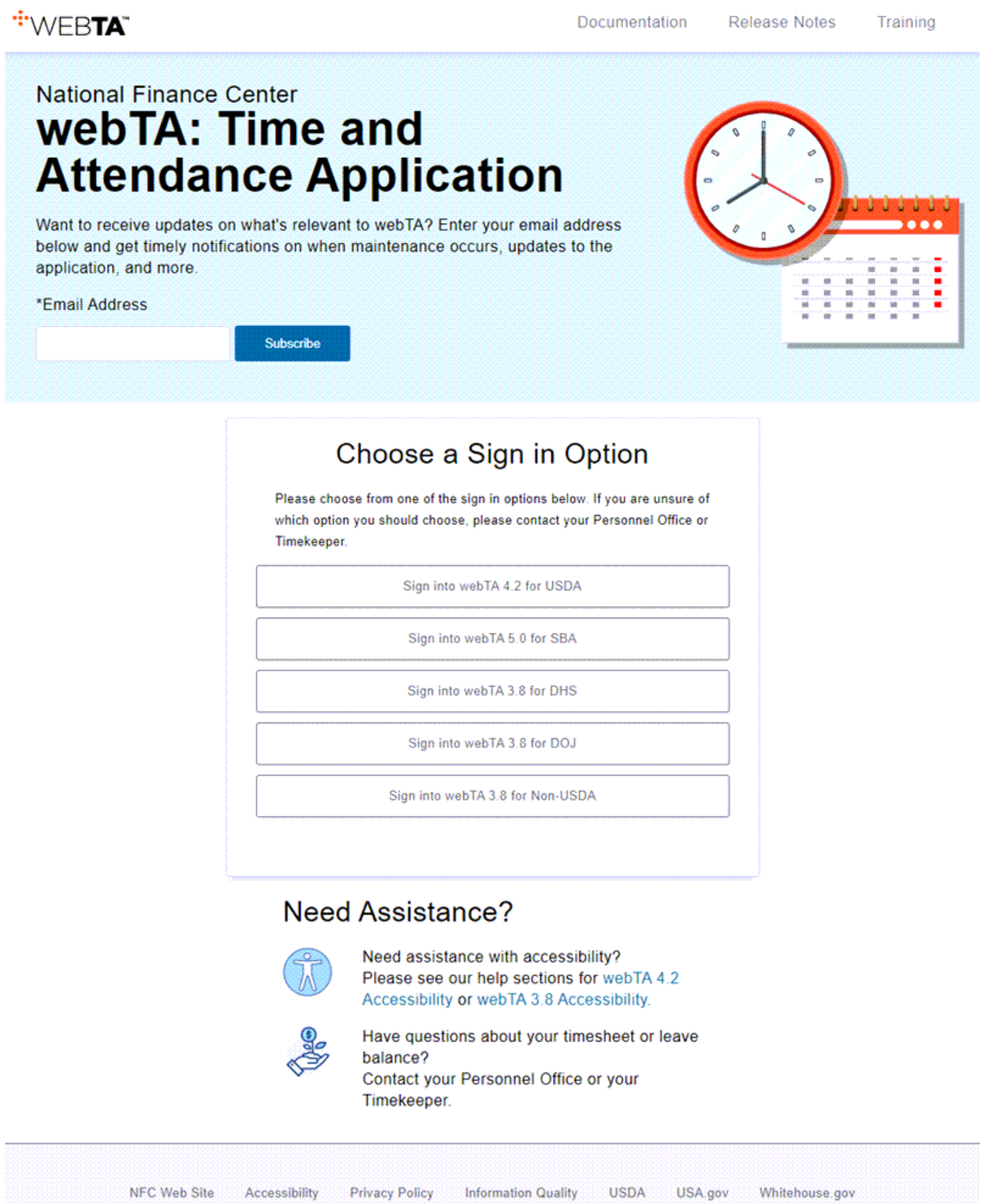


Figure 3: webTA Landing Page

4. Select the applicable webTA sign in option. The webTA login page is displayed.

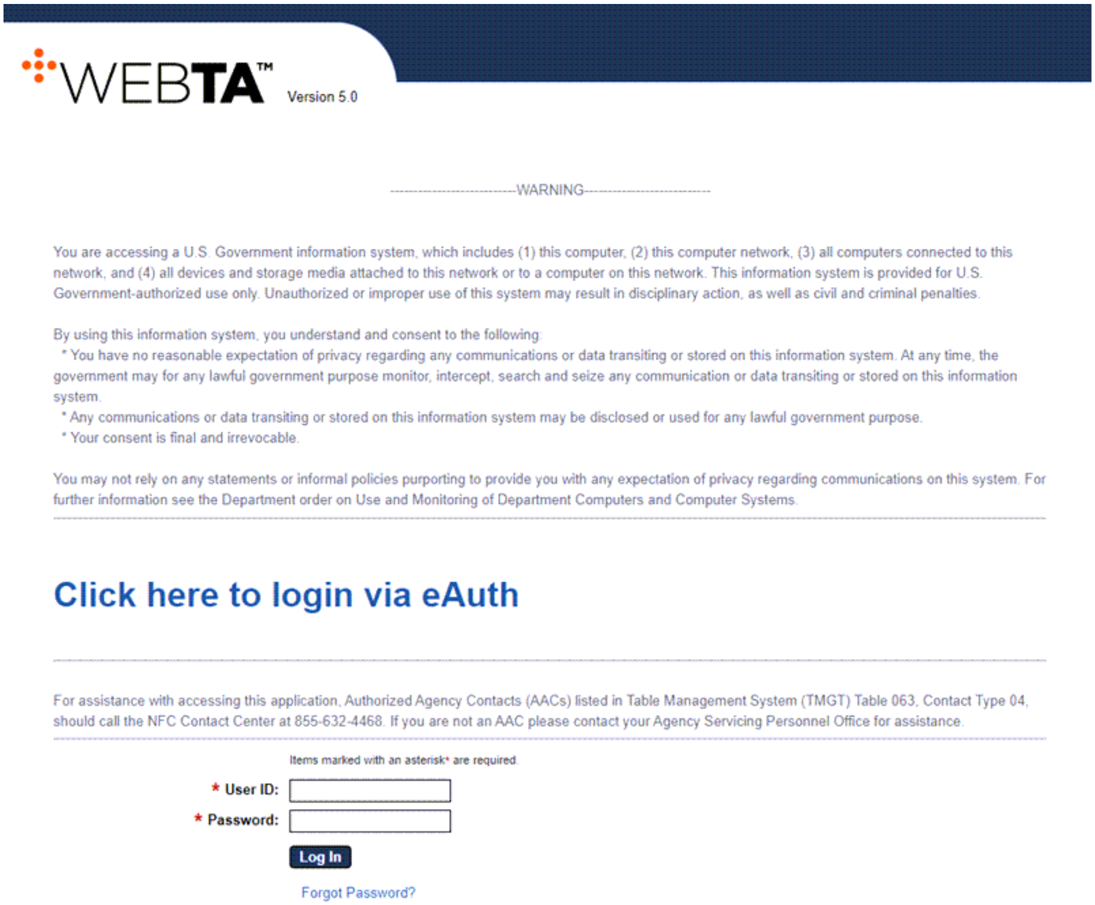


Figure 4: eAuthentication Log In Page

5. Select the ***Click here to login via eAuth*** link. The eAuthentication login page is displayed.

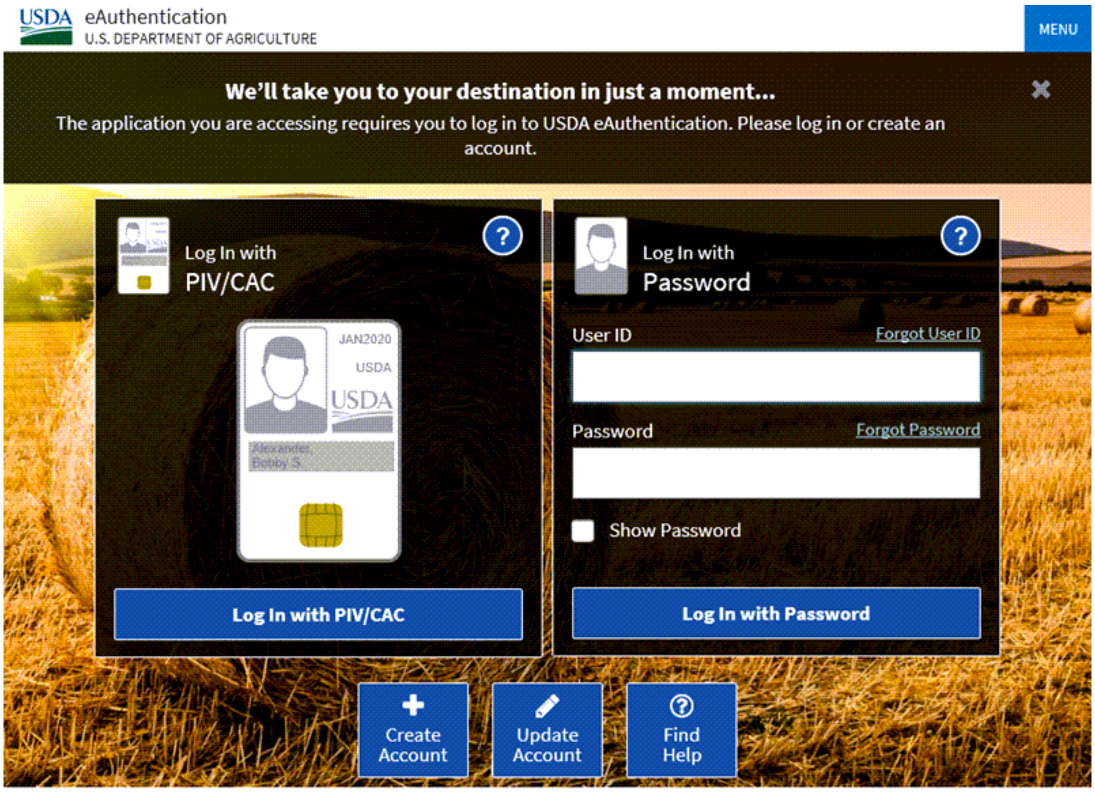


Figure 5: eAuthentication Log In Page

Note: At this point, you may have to select your Agency if you have not previously saved this information.

6. Select the **Log In with PIV/CAC** button. The Windows Security Select a Certificate page is displayed.

7. Select the **OK** button. The applicable Windows Security Smart Card popup will appear.

Note: Prior to selecting the **OK** button, ensure that the credential information displayed on the Certificate page is correct. If not, select the ***More choices*** option, select the correct credentials, then select the **OK** button.

8. Enter your PIN.

9. Select the **OK** button. The webTA Main Menu page is displayed.

To Log In Using eAuthentication With a User ID and Password:

1. Connect to the ***NFC Home page*** (***http://www.nfc.usda.gov***).

2. Select the **Applications** tab. The Application Launchpad is displayed.

3. Select the ***webTA*** icon. The webTA Time and Attendance Application landing page is displayed.

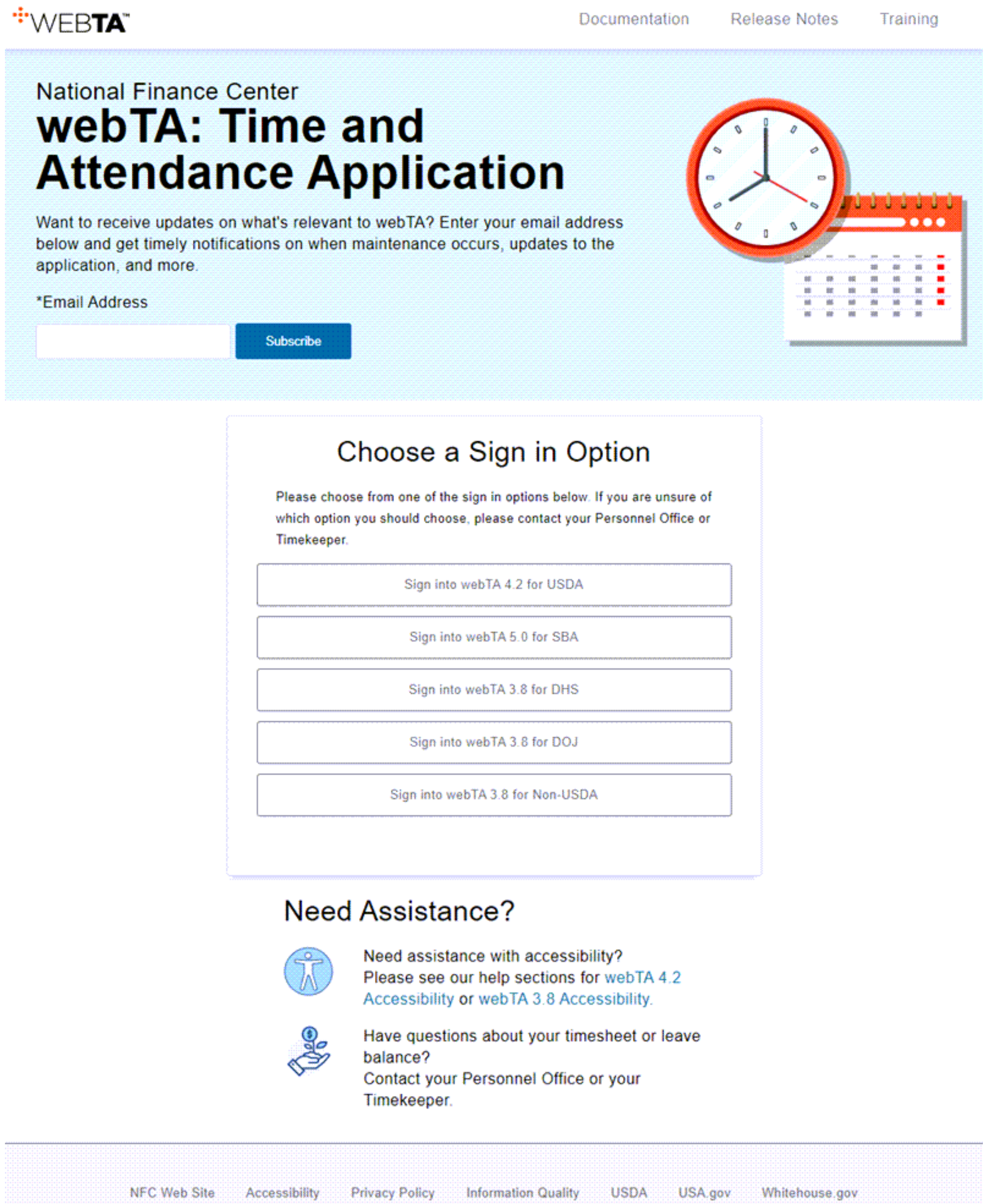


Figure 6: webTA Landing Page

4. Select the applicable webTA sign in option. The webTA login page is displayed.

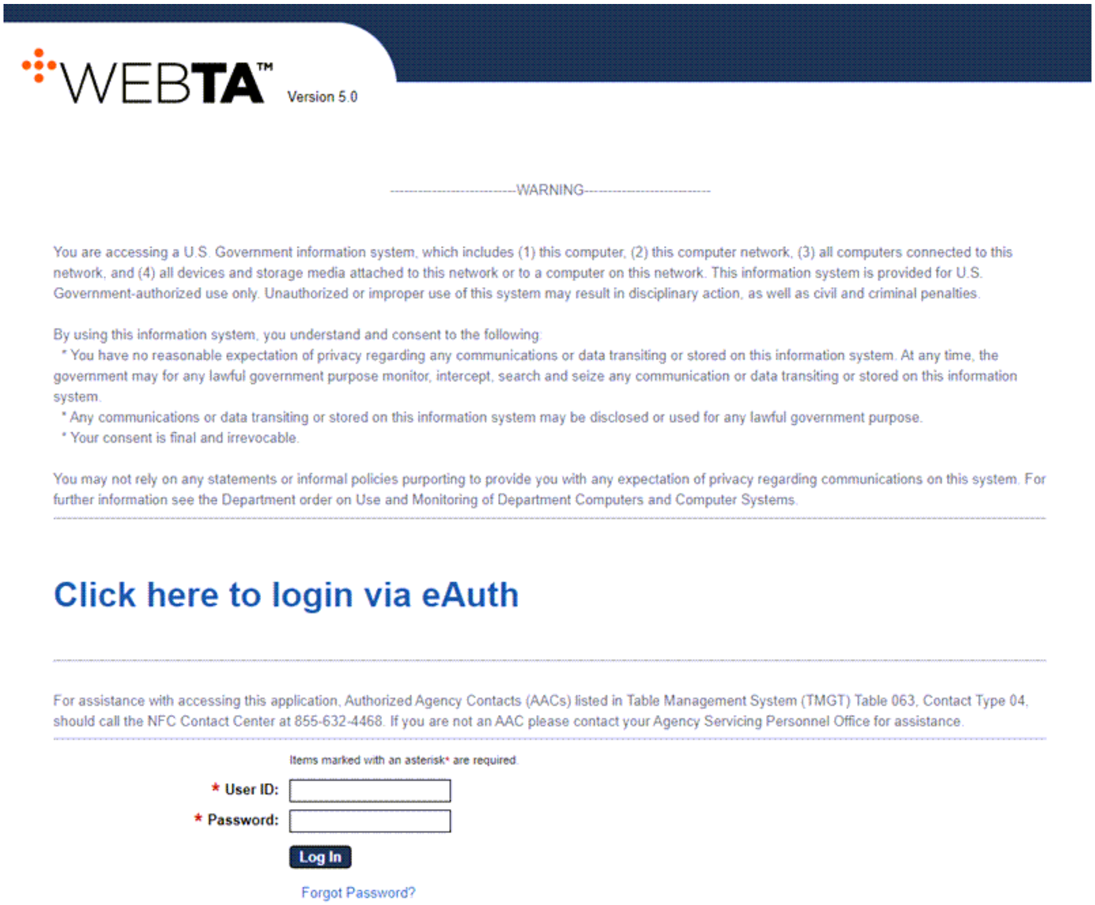


Figure 7: eAuthentication Log In Page

5. Select the ***Click here to login via eAuth*** link. The eAuthentication login page is displayed.

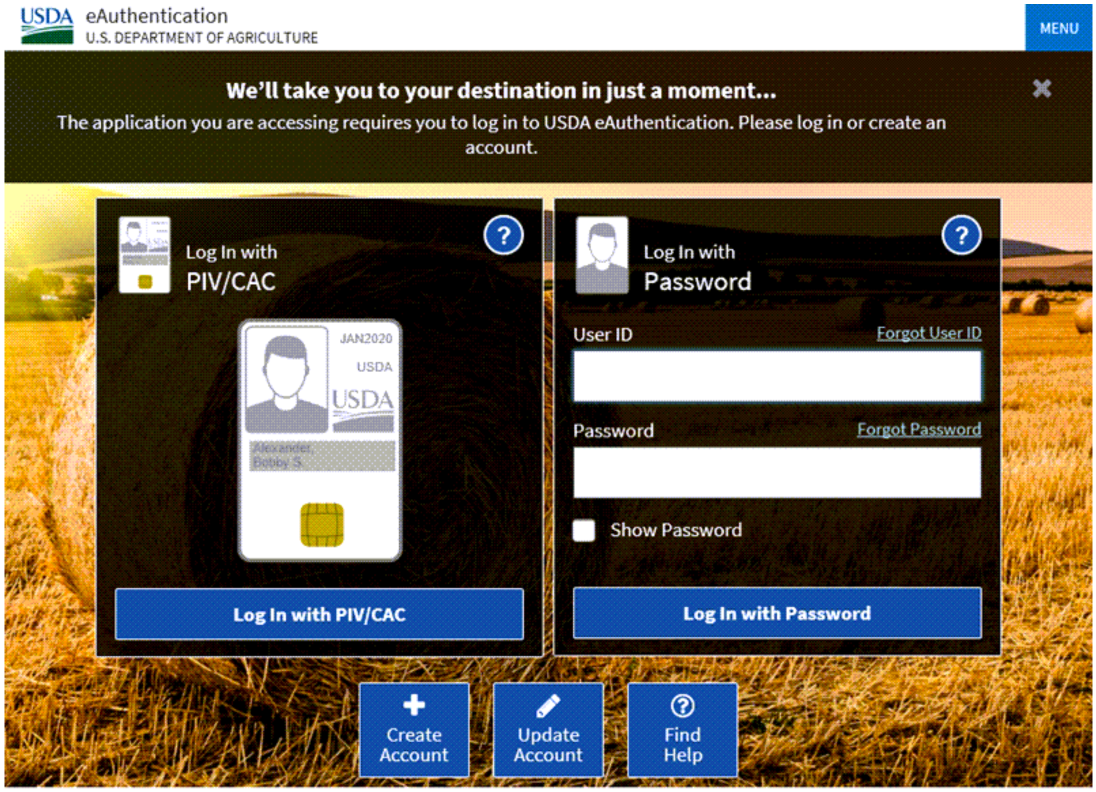


Figure 8: eAuthentication Log In Page

6. Complete the following Log In with Password fields:

   User ID (see "***User ID Field Instruction***" on page 239)

   Password (see "***Password Field Instruction***" on page 232)

7. Select the **Log In with Password** button. The webTA Main Menu page is displayed.

Logging Out

To exit webTA, select the **Log Out** link from any page.

Sorting Lists

Some webTA pages have lists in a table format. Most of these lists can be sorted by selecting the arrow.

Note: Sorting a column sorts the entire table by row, not just the items in the column.

To Sort a List:

1. Select the header of the column to enable the arrow.

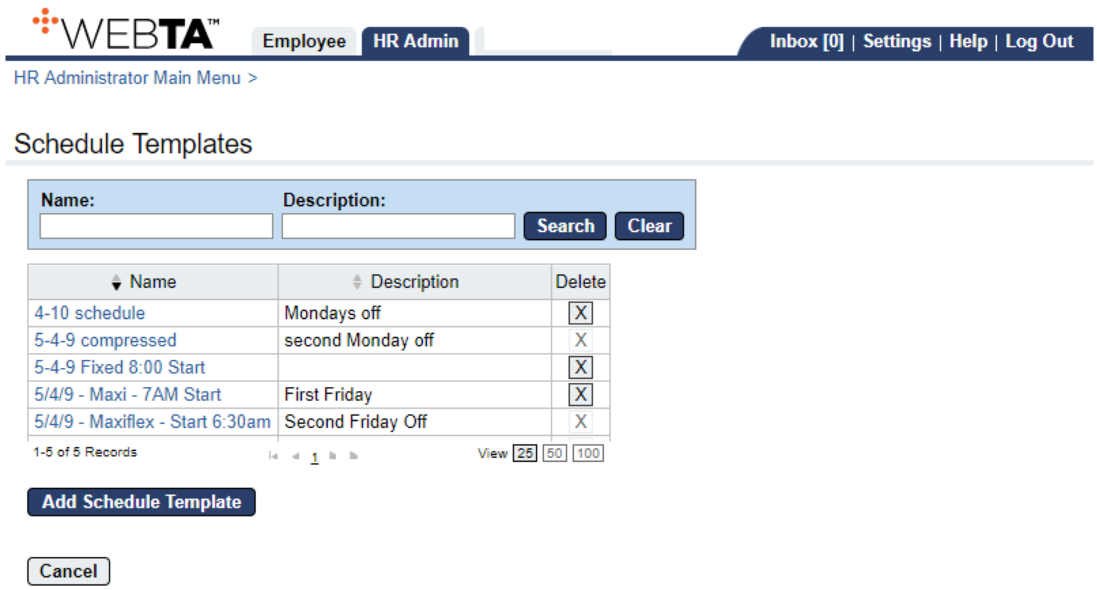


Figure 9: Example of a Page with Sorting Lists

2. Select the arrow to point down to sort the list in descending order.

   OR

   Select the arrow to point up to sort the list in ascending order.

   At this point, you may select the **Cancel** button to return to the HR Administrator Main Menu page.

Help

Help is available on all pages in webTA. Help pages contain a sidebar menu and a search feature. There is also a print feature available.

To Access Help:

1. Select the ***Help*** link on any page in webTA. A Help page is displayed.

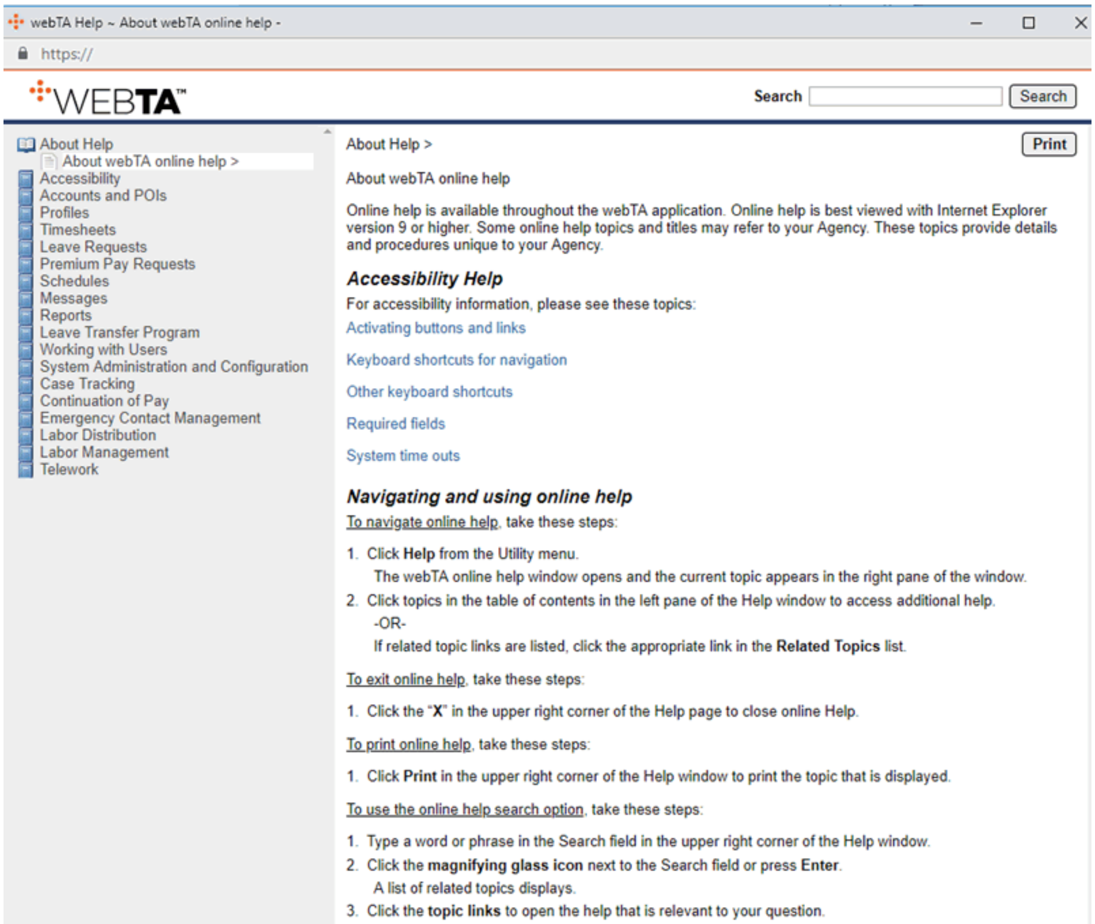


Figure 10: Example of a Help Page

2. Select the applicable topic from the sidebar menu.

OR

Enter search criteria in the Search field and select the **Search** button.

At this point, you may select the **X** to close the Help page and return to the previous page.

HR Administrator

The HR Administrator Main Menu provides access to all T&A functions for the HR Administrator.

Figure 11: HR Administrator Main Menu Page

Note: Most HR Administrators also serve as LTP Managers. In order for the HR Administrator to have this access, the LTP Menu On property must be selected on the HR Administrator role assignment. For LTP Manager information, see the LTP Manager procedure manual.

System Setup

The System Setup menu displays the following view-only options:

- The Export Job Management — Displays a list of export jobs and whether or not they are active.
- Import Job Management — Displays a list of import jobs and whether or not they are active.
- Jobs Management — Displays the job name, the last finish date, the next start date, and whether the job is enabled or disabled.
- License Management — Displays a list of available licenses, along with the total number of each license and how many are in use.
- Reimbursement Per Mile Management — Displays the current rate that employees receive for mileage transactions.
- Rule Management — Displays the rule sets that determine whether data entered into the application is valid.
- Transaction Code Management — Displays transaction codes and whether or not they are enabled, shows the order in which they appear in drop-down lists, and how they are displayed on pages.

Adding Employees

HR Administrators have the ability to add new employees to webTA. This function should only be used if the NFC Daily Feed has not created the record and/or the EmpowHR record has not been updated and T&A entry needs to begin. This function should only be used in extreme circumstances. The preferred way for profile creation is from the NFC Daily Feed file.

If manual addition is necessary, there are several components to be completed. These are:

- Employee Profile
- Licenses
- Role Assignments
- Timesheet Details
- Timesheet Profile

To Add an Employee to webTA:

1. Select the ***Add Employee*** link from the Employees menu on the HR Administrator Main Menu page. The Employee Profile - New User page is displayed.

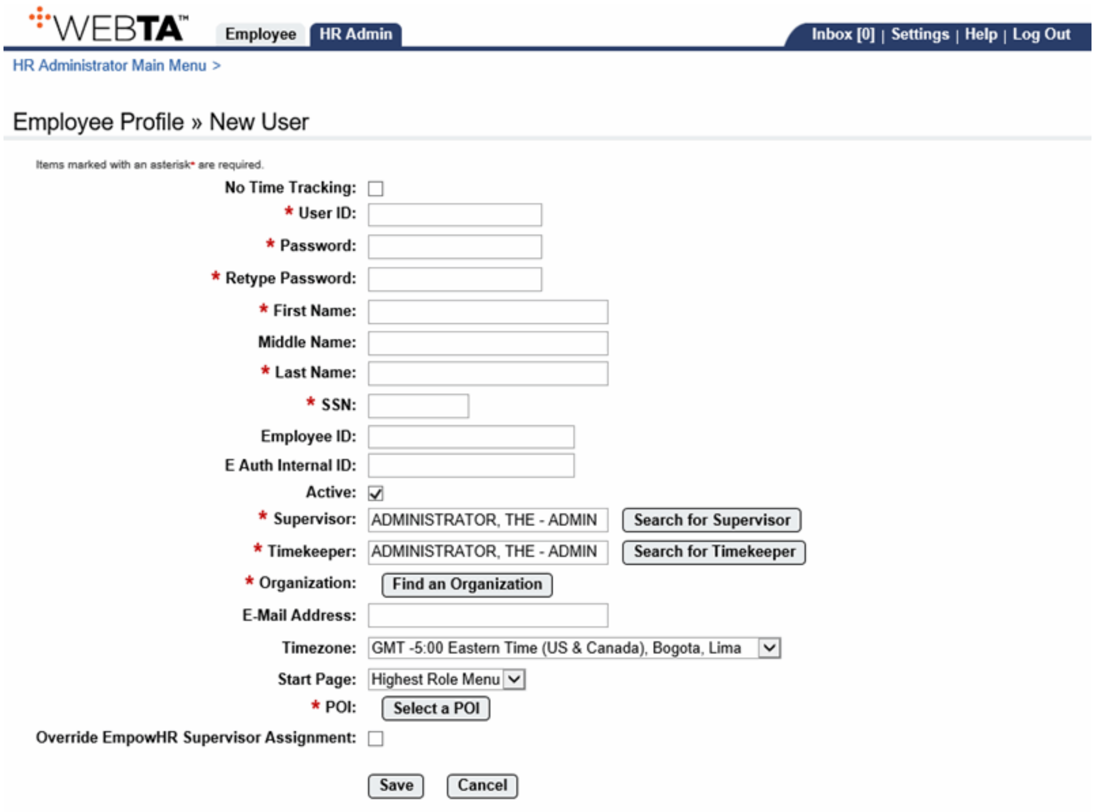


Figure 12: Employee Profile - New User Page

2. Complete the following fields:

   No Time Tracking (see "***No Time Tracking Field Instruction***" on page 231)

   User ID (see "***User ID Field Instruction (Required)***" on page 239)

   Password (see "***Password Field Instruction (Required)***" on page 232)

   Retype Password (see "***Retype Password Field Instruction (Required)***" on page 234)

   First Name (see "***First Name Field Instruction (Required)***" on page 226)

   Middle Name (see "***Middle Name Field Instruction***" on page 229)

   Last Name (see "***Last Name Field Instruction (Required)***" on page 228)

   SSN (see "***SSN Field Instruction (Required)***" on page 235)

   Employee ID (see "***Employee ID Field Instruction - New User***" on page 225)

E Auth Internal ID (see "***E Auth Internal ID Field Instruction - New User***" on page 225)

Active (see "***Active Field Instruction***" on page 222)

Supervisor (see "***Supervisor Field Instruction (Required)***" on page 237)

Timekeeper (see "***Timekeeper Field Instruction (Required) - New User***" on page 238)

Organization (see "***Organization Field Instruction (Required)***" on page 232)

E-Mail Address (see "***E-Mail Address Field Instruction***" on page 225)

Timezone (see "***Timezone Field Instruction***" on page 238)

Start Page (see "***Start Page Field Instruction***" on page 235)

POI (see "***POI Field Instruction (Required)***" on page 233)

Override EmpowHR Supervisor Assignment (see "***Override EmpowHR Supervisor Assignment Field Instruction***" on page 232)

3. Select the **Save** button. The message *Employee Profile Successfully Saved* is displayed along with additional options in a sidebar menu.

Note: The Essential field is now displayed on the Employee Profile page. Check this box to designate if the employee is classified as essential under emergency conditions and select **Save**.

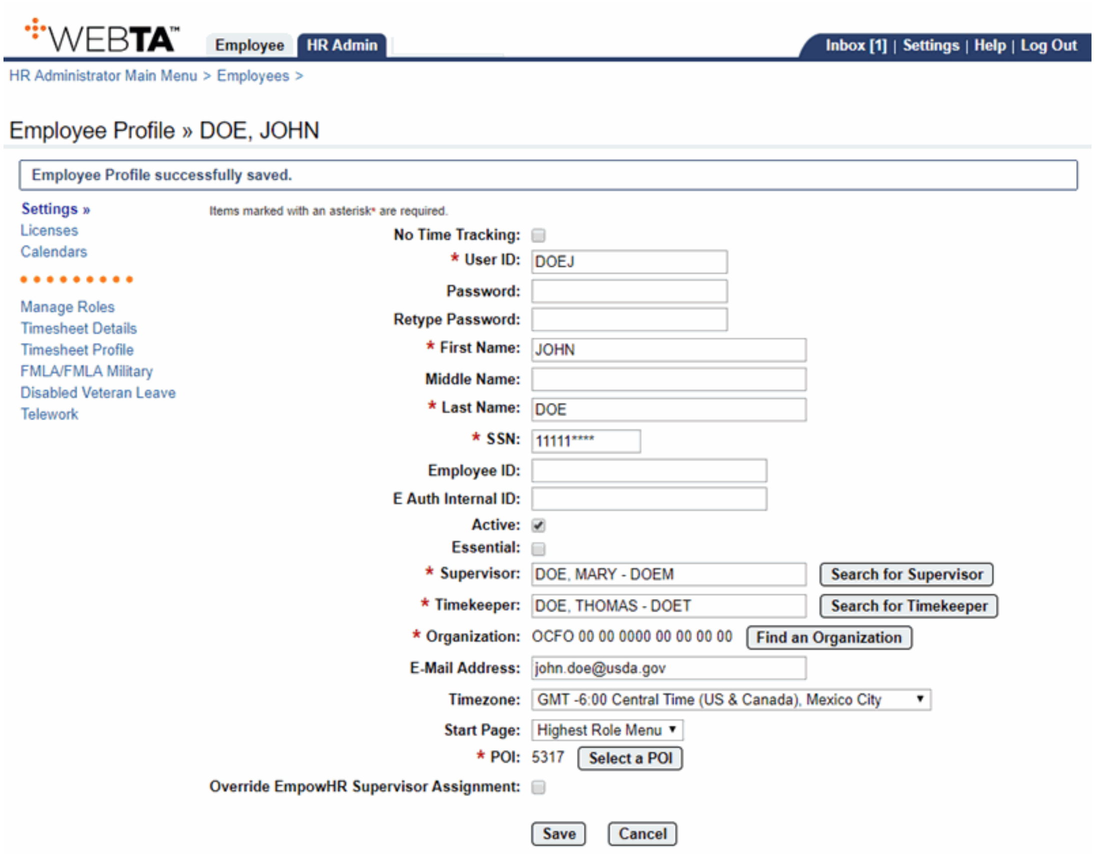


Figure 13: Employee Profile Page - New User Added

4. Select the ***Licenses*** link from the sidebar menu. The Licenses page is displayed with all available licenses selected.

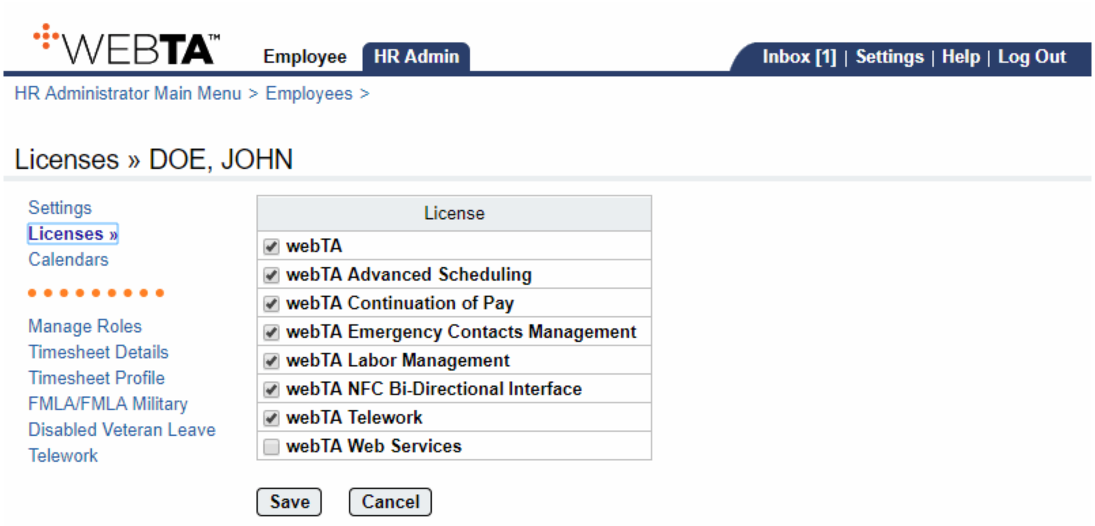


Figure 14: Licenses Page

5. Uncheck the boxes of the licenses that should not be assigned to the employee.

6. Select the **Save** button. The message *Successfully saved permissions* is displayed.

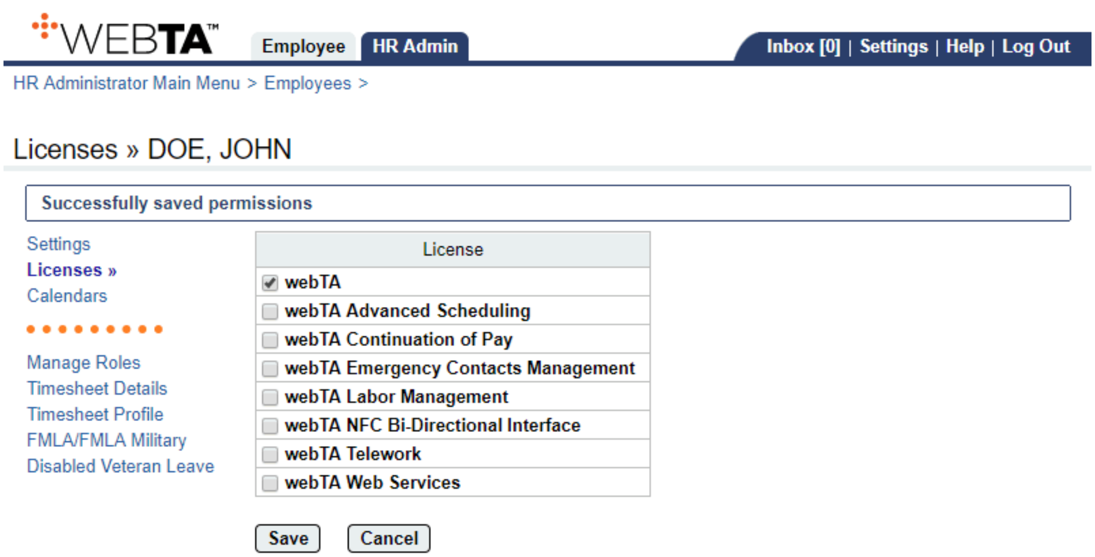


Figure 15: Licenses Page - Licenses Saved

Note: The ***Calendars*** link has the US Federal Holiday Calendar selected. This allows for all Federal holidays to automatically populate to the timesheet. Unchecking this box would require employees to manually enter all Federal holidays.

7. Select the ***Manage Roles*** link from the sidebar menu. The Role Assignments page is displayed.

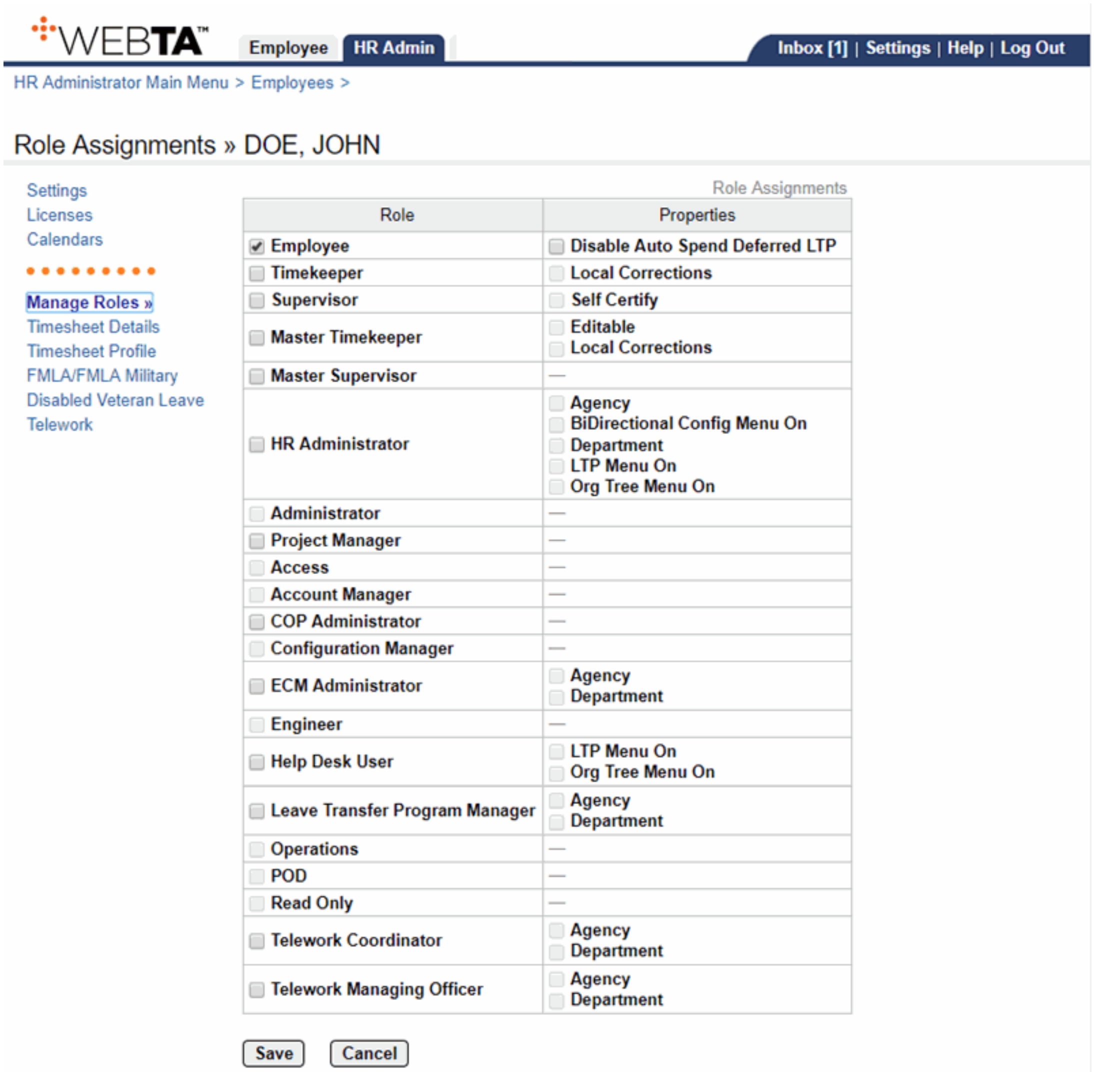


Figure 16: Role Assignments Page

8. Select the applicable roles to assign to the employee. For more information, see ***Roles*** (on page 13).

9. Select the **Save** button. The message *Employee Profile successfully saved* is displayed.

10. Select the ***Timesheet Details*** link from the sidebar menu. The Timesheet Details page is displayed.

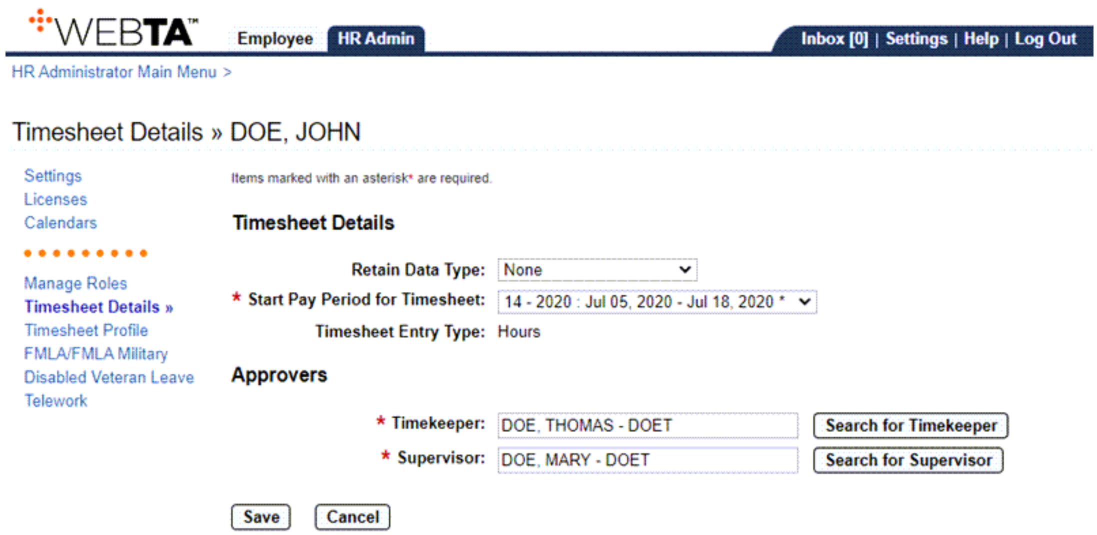


Figure 17: Timesheet Details Page

11. Select the applicable Retain Data Type. This will determine what data, if any, will populate to new timesheets. Valid values are:

- **`None`** — New timesheets are blank.
- **`Entries Only - No Times`** — Work entries (TCs and accounting) from the previous pay period's timesheet are copied into the employee's timesheet when the new pay period begins; hours are not carried over.
- **`All`** — Work entries and hours from the previous pay period's timesheets are copied into the employee's timesheet when the new pay period begins.
- **`Pay from Schedule`** — Work entries and hours from the schedule are copied into the employee's timesheet when the new pay period begins. If the employee's actual work or time entries differ from the schedule, the employee may edit the timesheet so that the actual work or time entries are recorded.
- **`Exception Processing`** — This option applies only to hourly timesheets. Work entries and hours from the default schedule are copied into the timesheet when the new pay period begins. If the employee's actual work or leave time differs from the default schedule, they must record the change.

12. Select the **Save** button. The message *Employee Profile successfully saved* is displayed.

Note: The Timesheet Profile page must be completed by a timekeeper before a user can submit time in webTA.

13. Select the ***Timesheet Profile*** link from the sidebar menu. The Timesheet Profile page is displayed.

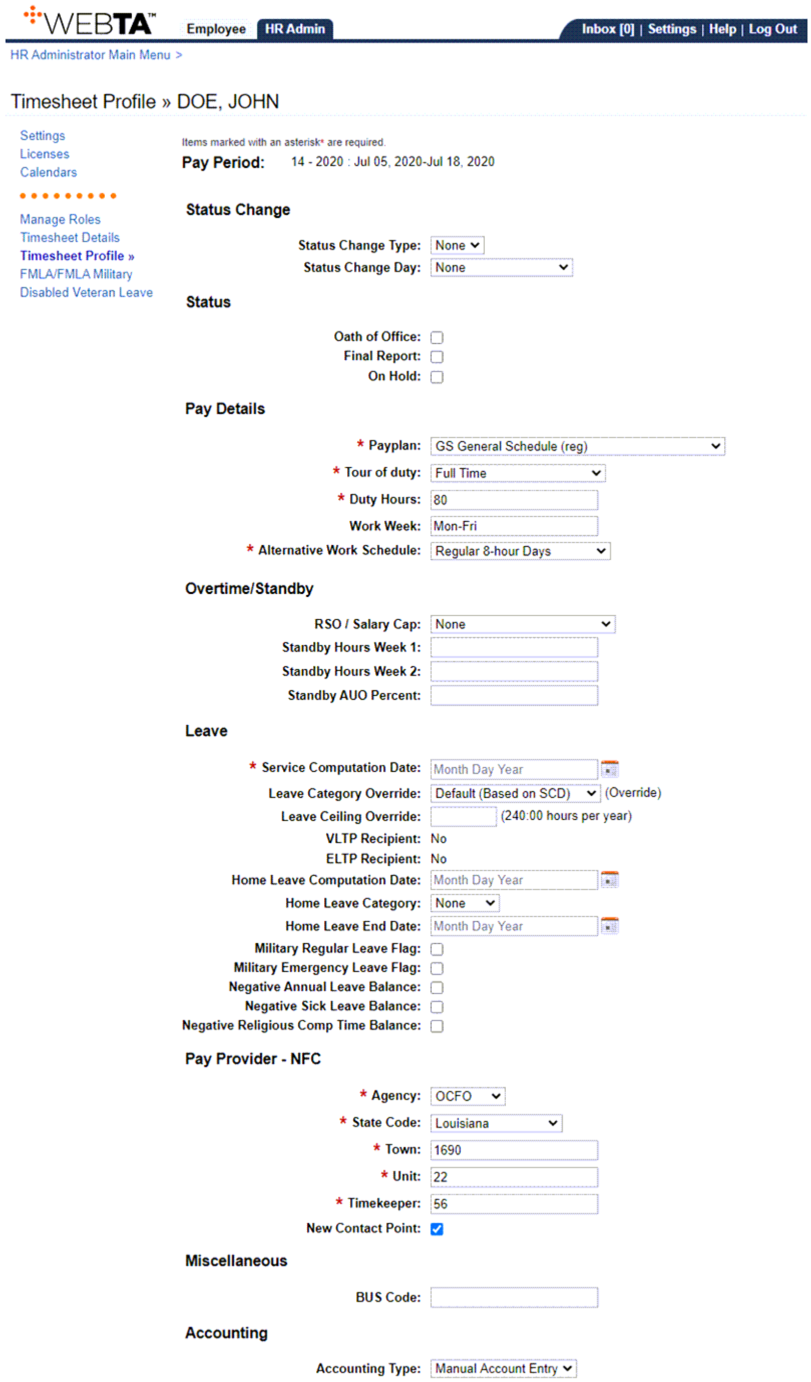


Figure 18: Timesheet Profile Page

14. Complete the following fields:

Status Change Type (see "***Status Change Type Field Instruction - New User***" on page 236)

Status Change Day (see "***Status Change Day Field Instruction - New User***" on page 236)

Oath of Office (see "***Oath of Office Field Instruction***" on page 231)

Final Report (see "***Final Report Field Instruction - New User***" on page 226)

On Hold (see "***On Hold Field Instruction - New User***" on page 231)

Pay Plan (see "***Pay Plan Field Instruction (Required)***" on page 233)

Tour of Duty (see "***Tour of Duty Field Instruction (Required)***" on page 238)

Duty Hours (see "***Duty Hours Field Instruction (Required)***" on page 224)

Work Week (see "***Work Week Field Instruction***" on page 240)

Alternative Work Schedule (see "***Alternative Work Schedule Field Instruction (Required)***" on page 223)

RSO/Salary Cap (see "***RSO/Salary Cap Field Instruction - New User***" on page 234)

Standby Hours Week 1 (see "***Standby Hours Week 1 Field Instruction***" on page 235)

Standby Hours Week 2 (see "***Standby Hours Week 2 Field Instruction - New User***" on page 235)

Standby AUO Percent (see "***Standby AUO Percent Field Instruction***" on page 235)

Service Computation Date (see "***Service Computation Date Field Instruction (Required)***" on page 234)

Leave Category Override (see "***Leave Category Override Field Instruction***" on page 228)

Leave Ceiling Override (see "***Leave Ceiling Override Field Instruction***" on page 228)

VLTP Recipient (see "***VLTP Recipient Field Description***" on page 240)

ELTP Recipient (see "***ELTP Leave Recipient Field Description***" on page 225)

Home Leave Computation Date (see "***Home Leave Computation Date Field Instruction***" on page 227)

Home Leave Category (see "***Home Leave Category Field Instruction - New User***" on page 227)

Home Leave End Date (see "***Home Leave End Date Field Instruction***" on page 227)

Military Regular Leave Flag (see "***Military Regular Leave Flag Field Instruction***" on page 229)

Military Emergency Leave Flag (see "***Military Emergency Leave Flag Field Instruction***" on page 229)

Negative Annual Leave Balance (see "***Negative Annual Leave Balance Field Instruction - New User***" on page 230)

Negative Sick Leave Balance (see "***Negative Sick Leave Balance Field Instruction - New User***" on page 231)

Negative Religious Comp Time Balance (see "***Negative Religious Comp Time Balance Field Instruction - New User***" on page 230)

Agency (see "***Agency Field Instruction (Required)***" on page 222)

State Code (see "***State Code Field Instruction (Required)***" on page 236)

Town (see "***Town Field Instruction (Required)***" on page 239)

Unit (see "***Unit Field Instruction (Required)***" on page 239)

Timekeeper (see "***Timekeeper Field Instruction (Required) - New User***" on page 238)

New Contact Point (see "***New Contact Point Field Instruction***" on page 231)

BUS Code (see "***BUS Code Field Instruction - New User***" on page 223)

Accounting Type (see "***Accounting Type Field Instruction***" on page 222)

Note: The remainder of the fields will be populated from the NFC daily feed file after the personnel action has applied. However, the POI field is pre-populated with the POI.

15. Select the **Save** button. The message *Timesheet profile saved* is displayed.

    At this point, the following options are available:

Step	Description
Select the **Cancel** button	Returns you to the previous page.
Select the ***HR Admin*** tab	Returns you to the HR Administrator Main Menu page.

Step	Description
Select ***Log Out***	Logs you out of webTA.

Selecting Employees

The Employees page lists employees, provides search and filter capabilities, and provides access to the Select Action menus.

User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	Agency	POI
DOEA	DOE	ALICE		SECTION NO. 1	DOE, THOMAS	DOE, MARY	OCFO	5317
DOEB	DOE	BETTY		SECTION NO. 1	DOE, THOMAS	DOE, MARY	OCFO	5317
DOEC	DOE	CARL		UNIT NO. 1	DOE, ALICE	DOE, GARY	OCFO	5317
DOED	DOE	DONALD		UNIT NO. 1	DOE, ALICE	DOE, GARY	OCFO	5317
DOED1	DOE	DONNA		PRODUCTION MGMT SECTION	DOE, PATRICIA	DOE, KARL	OCFO	5317
DOEE	DOE	ELIZABETH		UNIT NO. 1	DOE, ALICE	DOE, GARY	OCFO	5317
DOEF	DOE	FRANK		PRODUCTION MGMT SECTION	DOE, PATRICIA	DOE, KARL	OCFO	5317
DOEG	DOE	GARY		UNIT NO. 1	DOE, ALICE	DOE, GARY	OCFO	5317
DOEG1	DOE	GLENDA		SECTION NO. 1	DOE, THOMAS	DOE, MARY	OCFO	5317
DOEG2	DOE	GLORIA		PRODUCTION MGMT SECTION	DOE, PATRICIA	DOE, KARL	OCFO	5317
DOEH	DOE	HENRY		SECTION NO. 1	DOE, THOMAS	DOE, MARY	OCFO	5317
DOEI	DOE	IRA		SECTION NO. 1	DOE, THOMAS	DOE, MARY	OCFO	5317
DOEI1	DOE	IRIS		UNIT NO. 1	DOE, ALICE	DOE, GARY	OCFO	5317
DOEJ	DOE	JANE		UNIT NO. 1	DOE, ALICE	DOE, GARY	OCFO	5317
DOEJ1	DOE	JOHN		PRODUCTION MGMT SECTION	DOE, PATRICIA	DOE, KARL	OCFO	5317
DOEK1	DOE	KARL		UNIT NO. 1	DOE, ALICE	DOE, GARY	OCFO	5317
DOEK	DOE	KATHY		SCHEDULING SECTION	DOE, ZOE	DOE, MARK	OCFO	5317
DOEL	DOE	LINDA		SCHEDULING SECTION	DOE, ZOE	DOE, MARK	OCFO	5317
DOEM1	DOE	MARK		UNIT NO. 1	DOE, ALICE	DOE, GARY	OCFO	5317
DOEM	DOE	MARY		SCHEDULING SECTION	DOE, ZOE	DOE MARK	OCFO	5317
DOEN	DOE	NANCY		SCHEDULING SECTION	DOE, ZOE	DOE, MARK	OCFO	5317
DOEP	DOE	PATRICIA		SECTION NO. 1	DOE, THOMAS	DOE, MARY	OCFO	5317
DOET	DOE	THOMAS		SECTION NO. 1	DOE, THOMAS	DOE, MARY	OCFO	5317
DOEZ	DOE	ZOE		UNIT NO. 1	DOE, ALICE	DOE, GARY	OCFO	5317
DOEJ2	DOE JR	JOHN		SCHEDULING SECTION	DOE, ZOE	DOE, MARK	OCFO	5317

Figure 19: Employees Page

The following search criteria options are available on the Employees page:

- User ID — Used to search by user ID.
- Last Name — Used to search by the employee's last name.
- First Name — Used to include the employee's first name.
- Middle Name — Used to include the employee's middle name, if applicable.
- Timekeeper — Used to search for employees assigned to a specific timekeeper.
- Supervisor — Used to search for employees assigned to a specific supervisor.
- SSN — Used to search by Social Security number (SSN).
- POI — Used to search for a specific POI.

Note: You must specify an Agency (select **Find Org**) before you can select a POI. Select the **Find POI** button to search for a specific POI.

The following links may be accessed from the Employees page:

- Current Timesheet Summary
- Employee Profile
- Leave Balances
- Work Schedules
- Send Message
- Employee Accounts

The following pages may be accessed by selecting a link on the Employees page:

- Timesheet Summary
- Employee Profile
- Leave Balances
- Schedule Assignment
- Send Message
- Accounts

Selecting Timesheets

The Select Timesheets page lists employees, provides search and filter capabilities, and provides access to the Select Action menus.

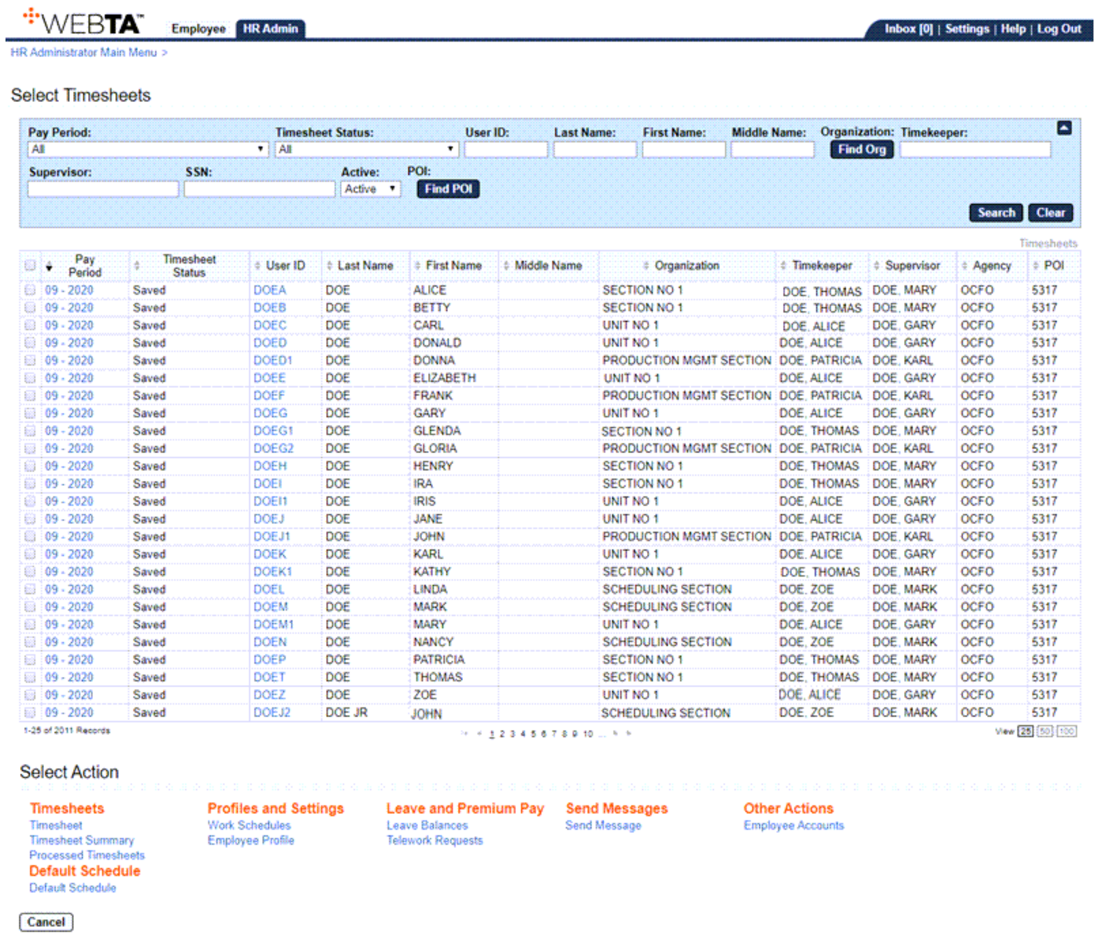


Figure 20: Select Timesheets Page

The following search criteria options are available on the Select Timesheets page:

- Pay Period — Used to search for a specific pay period or all pay periods.
- Timesheet Status — Used to search for employee records with a specific timesheet status. Valid values are:
  - **`All`** — Displays all timesheets that are not processed for every pay period, if **`All`** pay periods and **`All`** timesheets statuses are selected.

OR

Displays all timesheets (including processed timesheets) if a specific pay period and **`All`** timesheet statuses are selected.

- **`Saved`** — Displays timesheets that have been saved.
- **`Pending Attestation`** — Displays timesheets that have not been validated by the employee.
- **`All Validated`** — Displays timesheets that have been validated by employees and timekeepers.
- **`Validated by Employee`** — Displays timesheets that have been validated by employees.
- **`Validated by Timekeeper`** — Displays timesheets that have been validated by timekeepers.
- **`Validated by Master Timekeeper`** — Displays timesheets that have been validated by master timekeepers.
- **`Validation Overridden`** — Displays timesheets that have had validation overrides.
- **`Certified and Pre-processed`** — Displays timesheets that have been validated, certified, and are ready for the build file.
- **`Processed`** — Displays timesheets that have been processed for pay for a specific pay period.

Note: You must select a specific pay period from the Pay Period drop-down list. If you select **`All`** pay periods and **`Processed`** timesheet status, no results are displayed and the message *ALERT: Must choose a pay period for processed timesheets* is displayed.

- **`Saved + Emp Validated`** — Displays timesheets that have been saved and validated by employees.
- **`Saved + All Validated`** — Displays timesheets that have been saved and validated.

- User ID — Used to search by user ID.
- Last Name — Used to search by the employee's last name.
- First Name — Used to include the employee's first name.
- Middle Name — Used to include the employee's middle name, if applicable.
- Organization — Used to search for employees assigned to a specific Organization or Agency.

Note: You must select the **Find Org** button to view a list of available Organizations or Agencies.

- Timekeeper — Used to search for employees assigned to a specific timekeeper.
- Supervisor — Used to search for employees assigned to a specific supervisor.
- SSN — Used to search by Social Security number (SSN).
- POI — Used to search for a specific POI.

Note: You must specify an Agency (select **Find Org**) before you can select a POI. Select the **Find POI** button to search for a specific POI.

- Active — Used to search for records with these employee status:
  - **`All`** — Displays employee records with Active and Inactive statuses.
  - **`Active`** — Displays employee records who are currently active in the system.
  - **`Inactive`** — Displays employee records who are no longer active in the system

The following links may be accessed from the Select Timesheets page:

- Timesheet
- Timesheet Summary
- Processed Timesheets
- Work Schedules
- Employee Profile
- Leave Balances
- Telework Requests
- Send Message
- Employee Accounts
- Default Schedules

The following pages may be accessed by selecting a link on the Select Timesheets page:

- Timesheet
- Timesheet Summary
- Processed Timesheets
- Schedule Assignment
- Employee Profile

- Leave Balances
- Telework Request - Current
- Send Message
- Accounts
- Default Schedule

Managing Delegates

HR Administrators may manage Timekeeper and Supervisor delegates.

To Delegate a Timekeeper or Supervisor:

1. Select the ***Manage Timekeeper Delegates*** link from the Delegates/Reassignment section on the HR Administrator main menu page. The Select User - Choose a Timekeeper page is displayed.

Note: Optionally, select the Manage Supervisor Delegates link.

Figure 21: Select User - Choose a Timekeeper Page

2. Select the **Select** button on the row that identifies the timekeeper or supervisor for whom you want to delegate a backup. The Delegate Roles page is displayed. A table displays users who have already been delegated as a backup for the timekeeper or supervisor.

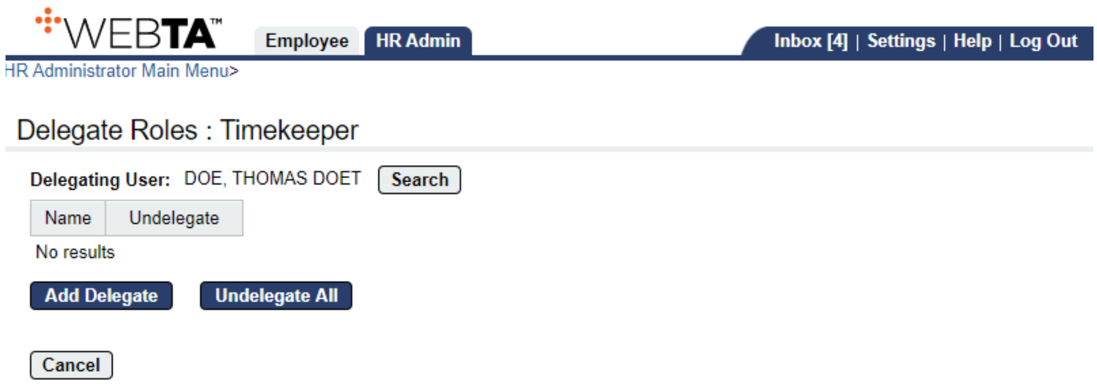


Figure 22: Delegate Roles Timekeeper Page

3. Select the **Add Delegate** button. The Add Delegate page is displayed listing users who are qualified to be selected as delegates.

Figure 23: Add Delegate - Timekeeper Page

4. Select the box next to user(s) you want to select as delegates.

5. Select the ***Select Checked Users*** button. The Delegate Role - Timekeeper page is displayed listing the newly assigned delegate and a message confirming that the delegation was successful.

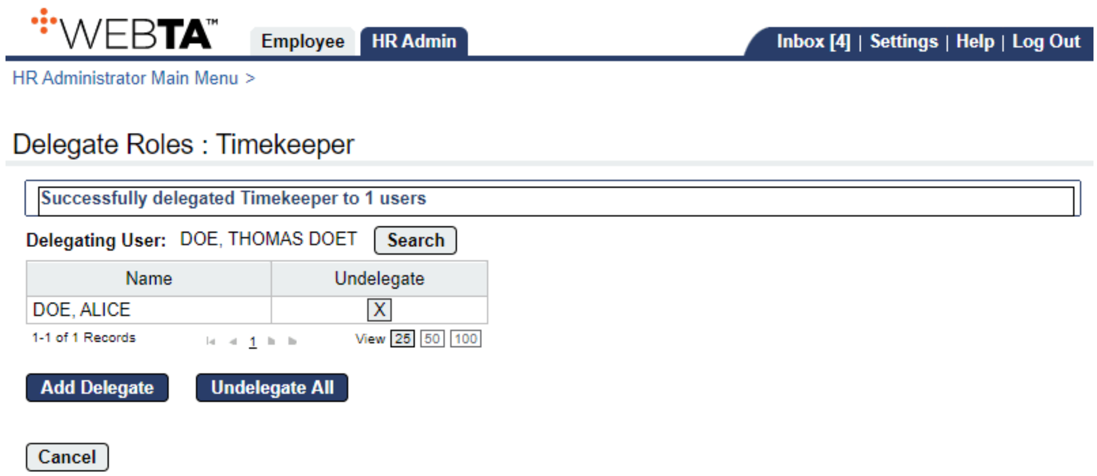


Figure 24: Delegate Roles Timekeeper Page - Delegate Added

At this point, the following options are available:

Step	Description
Select the **Add Delegate** button	Allows you to add additional delegates.
Select the **Undelegate All** button	Allows you to undelegate all delegates.
Select the **Cancel** button	Returns you to the previous page.
Select the ***HR Admin*** tab	Returns you to the HR Administrator Main Menu page.
Select ***Log Out***	Logs you out of webTA.

Reassigning Employees

HR Administrators may reassign employees to other timekeepers and supervisors.

To Reassign Employees to Timekeepers or Supervisors:

1. Select the ***Reassign Employees to Timekeeper*** link from the Delegates/Reassignment section on the HR Administrator Main Menu page. The Reassign Employees to Timekeeper page is displayed.

Note: Optionally, select the ***Reassign Employees to Supervisor*** link.

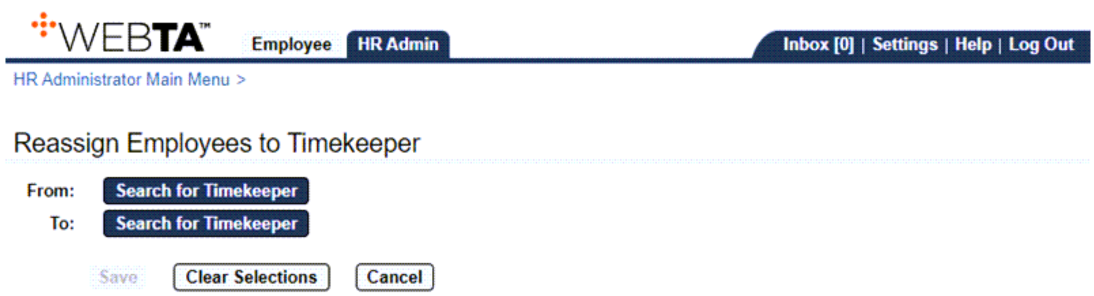


Figure 25: Reassign Employees to Timekeeper Page

2. Select the **Search for Timekeeper** button adjacent to the From: field. The Select User - Choose a Timekeeper to reassign employees from page is displayed.

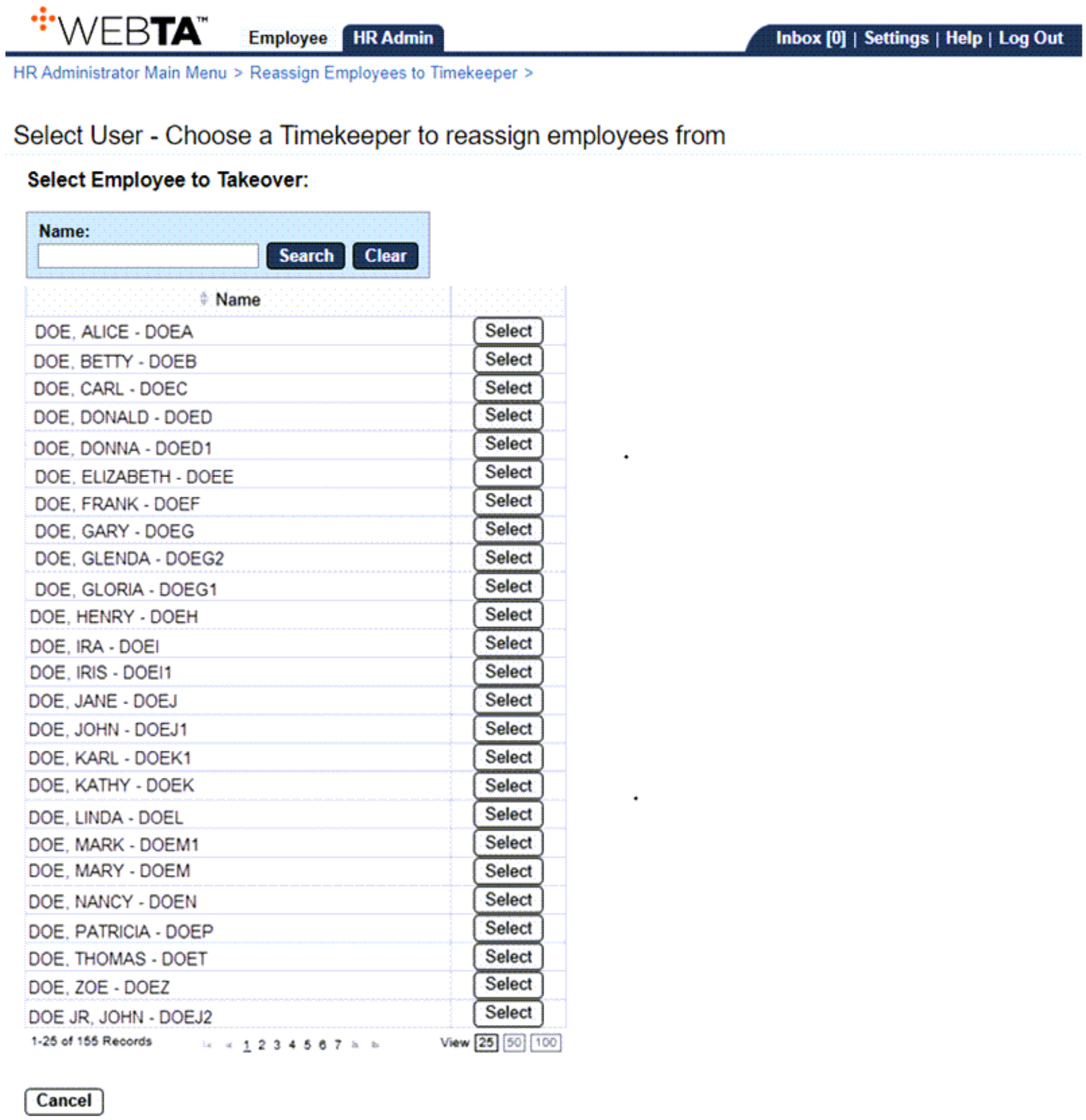


Figure 26: Select User - Choose a Timekeeper to Reassign Employee From Page

3. Select the **Select** button adjacent to the timekeeper from whom employees will be reassigned, if listed. The From: field is now populated.

OR

Enter the name of the timekeeper from whom employees will be reassigned and select the **Search** button. Select the timekeeper from the search results. The From: field is now populated.

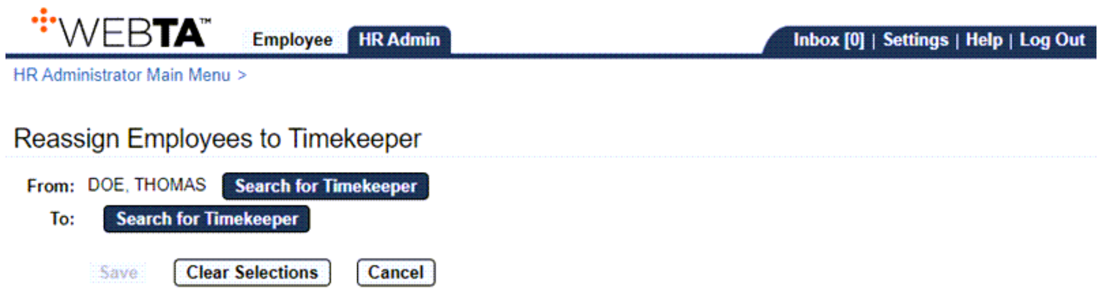


Figure 27: Reassign Employees to Timekeeper Page - From Timekeeper

4. Select the **Search for Timekeeper** button adjacent to the To: field. The Select User - Choose a Timekeeper to receive new employees page is displayed.

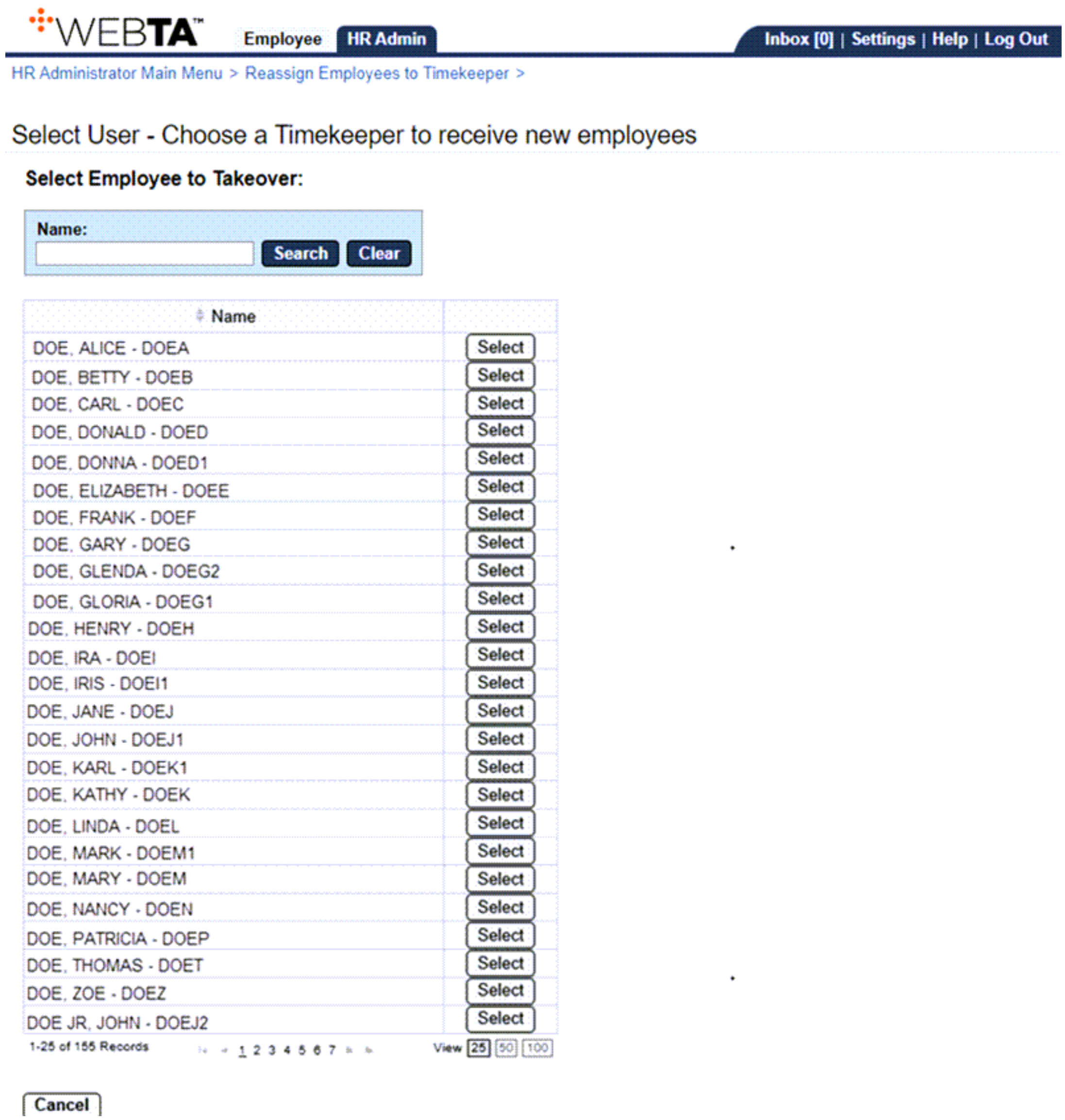


Figure 28: Select User - Choose a Timekeeper to Receive New Employees Page

5. Select the **Select** button adjacent to the timekeeper who will receive the new employees, if listed. The To: field is now populated.

OR

Enter the timekeeper's name in the field, and select the **Search** button. Select the timekeeper from the search results. The To: field is now populated.

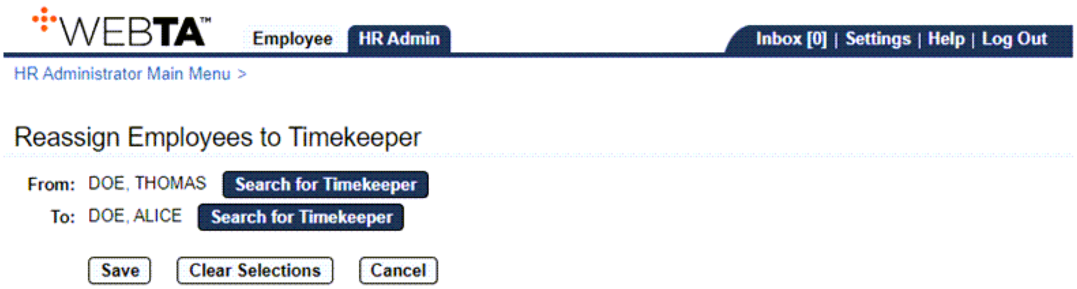


Figure 29: Reassign Employees to Timekeeper Page - To Timekeeper

6. Select the **Save** button. A message is displayed stating that the reassignment was successful and the number of employees reassigned.

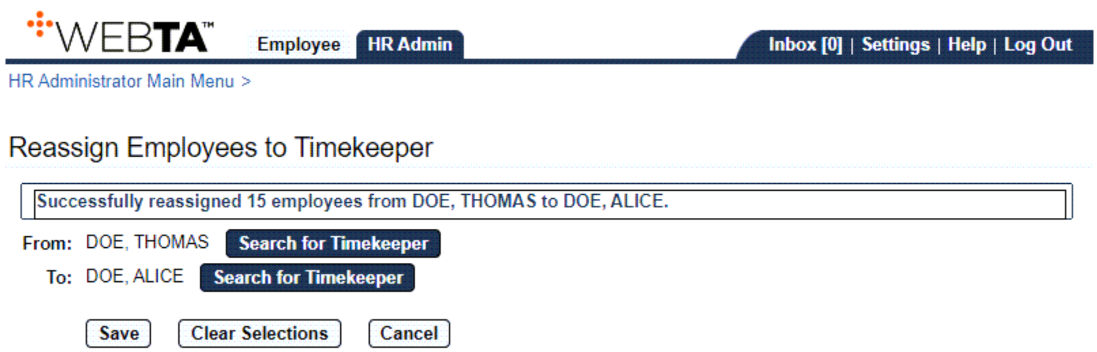


Figure 30: Reassign Employees to Timekeeper Page - Successfully Saved

At this point, the following options are available:

Step	Description
Select the **Clear Selections** button	Allows you to clear the selections displayed.
Select the **Cancel** button	Returns you to the HR Administrator Main Menu page.
Select the ***HR Admin*** tab	Returns you to the HR Administrator Main Menu page.
Select ***Log Out***	Logs you out of webTA.

POI/Agency Assignment

HR Administrators may assign and/or remove POIs and Agencies to users in the following roles:

- Master Timekeepers
- Master Supervisors
- HR Administrators
- Leave Transfer Program Managers
- COP Administrators
- ECM Administrators

To Assign a POI to an HR Administrator:

1. Select the Assign POIs and Agencies link from the Agency/POI Assignment menu on the HR Administrator Main Menu page. The Assign POIs and Agencies page is displayed.

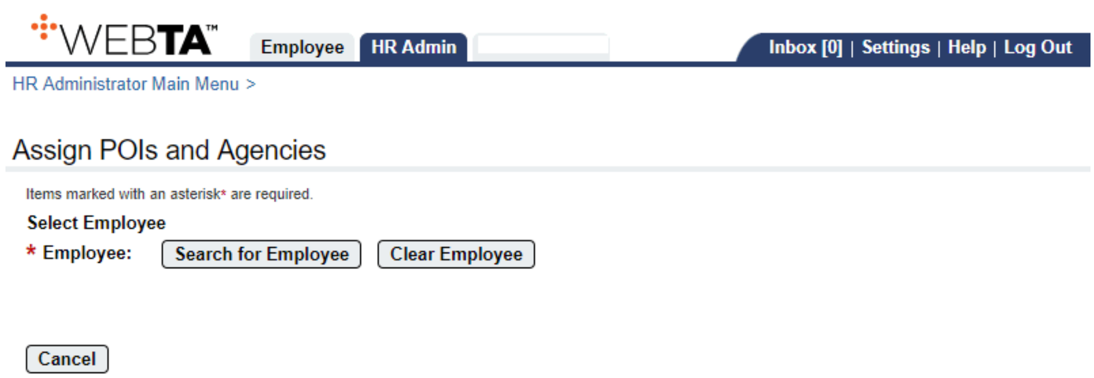


Figure 31: Assign POIs and Agencies Page

2. Select the **Search for Employee** button. The Select User page is displayed.

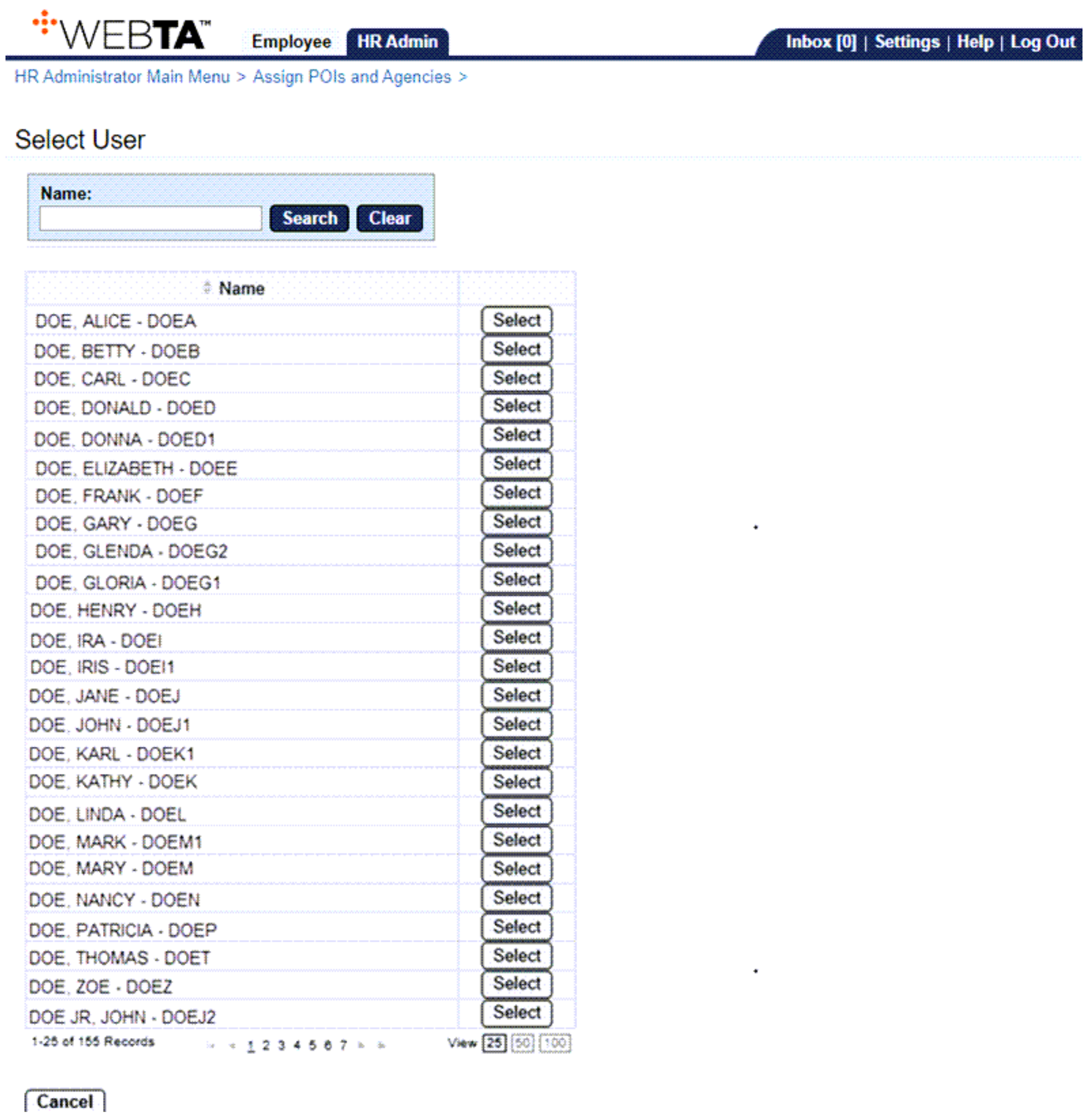


Figure 32: Select User Page

3. Select the applicable HR Administrator to assign a POI. The Assign POIs and Agencies page is displayed with the selection displayed.

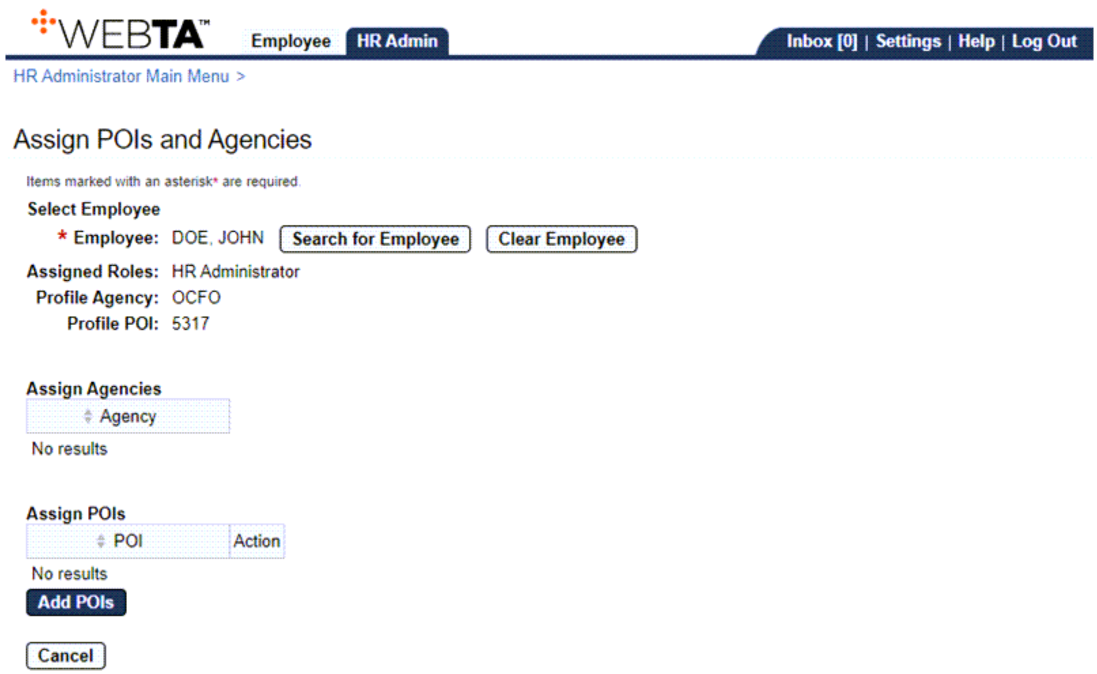


Figure 33: Assigning New POI Page

4. Select the **Add POIs** button. The Select POIs page is displayed.

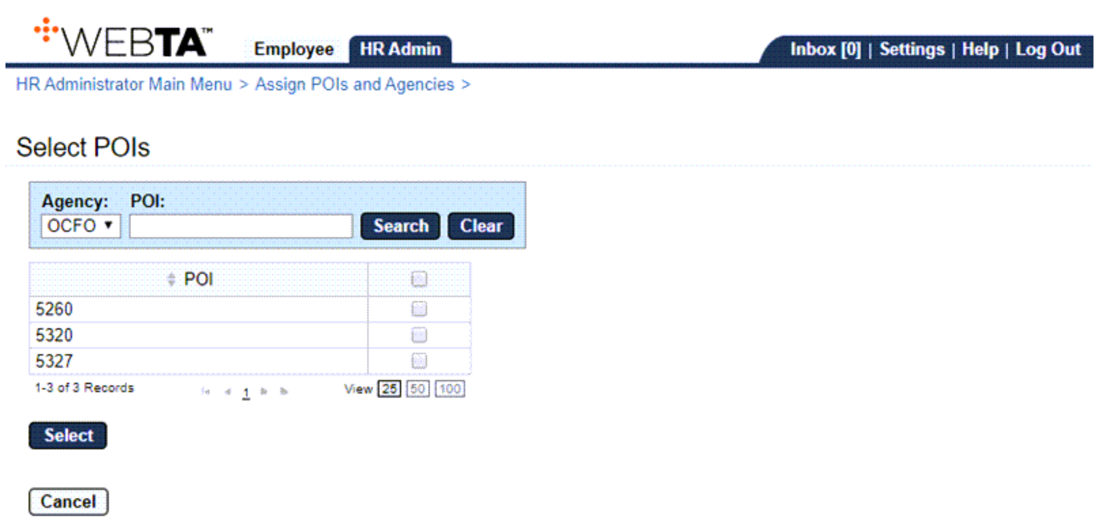


Figure 34: Select POIs Page

5. Select the checkbox of the POI(s) to assign to the HR Administrator.

Note: Selecting the checkbox adjacent to POI selects all POIs listed.

Figure 35: Select POIs Page - POI Selected

6. Select the **Select** button. The Assign POIs and Agencies page is displayed with new POI listed.

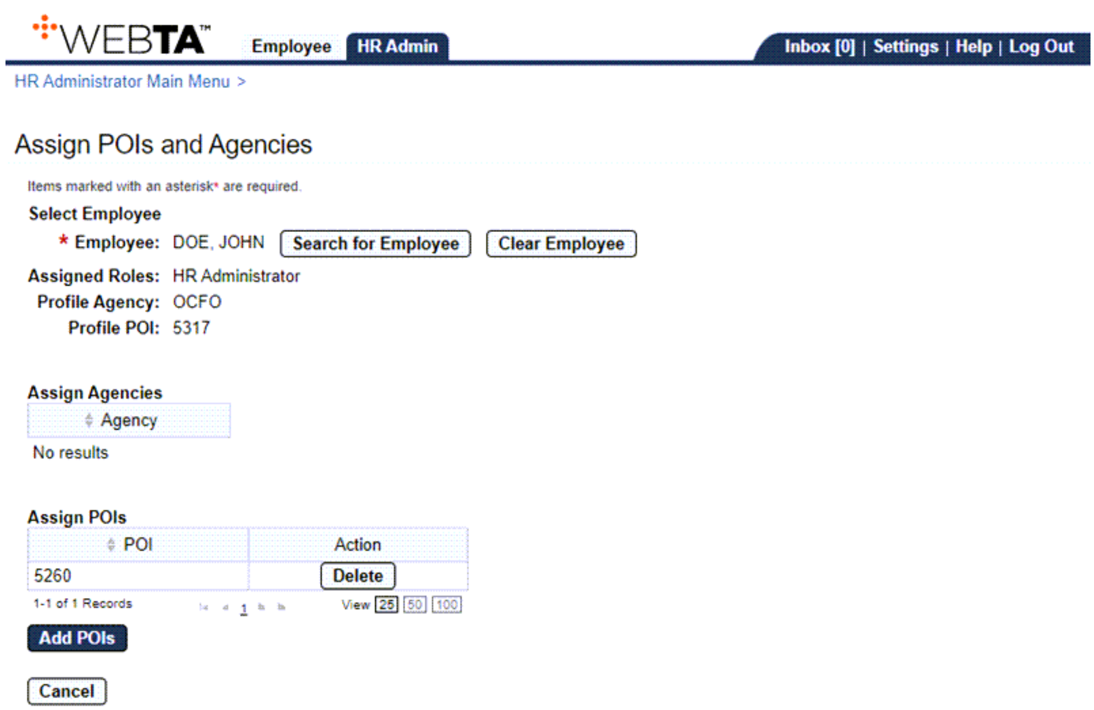


Figure 36: Assign POIs and Agencies Page - POI Added

At this point, the following options are available:

Step	Description
Select the **Delete** button	Deletes the POI.
Select the **Add POIs** button	Allows you to add additional POIs.
Select the **Cancel** button	Returns you to the HR Administrator Main Menu page.
Select the ***HR Admin*** tab	Returns you to the HR Administrator Main Menu page.
Select ***Log Out***	Logs you out of webTA.

Organization Management

This option is currently reserved for future use.

Leave Transfer Program Management

Most HR Administrators will also have LTP Management duties. In order for the HR Administrator have this access, the LTP Menu On property must be selected on the HR Administrator role assignment.

The Leave Transfer Program Management function is used by HR administrators to manage leave transfer programs. webTA provides management for the following three types of leave transfer programs and tracks transactions associated with each account:

- Voluntary Leave Bank Program (VLBP) — Leave banks are established to assist employees who are experiencing a personal or family medical emergency and have exhausted his or her available paid leave. Employees may contribute unused accrued annual leave to the leave bank. Any unused donated annual leave is returned to the leave bank.

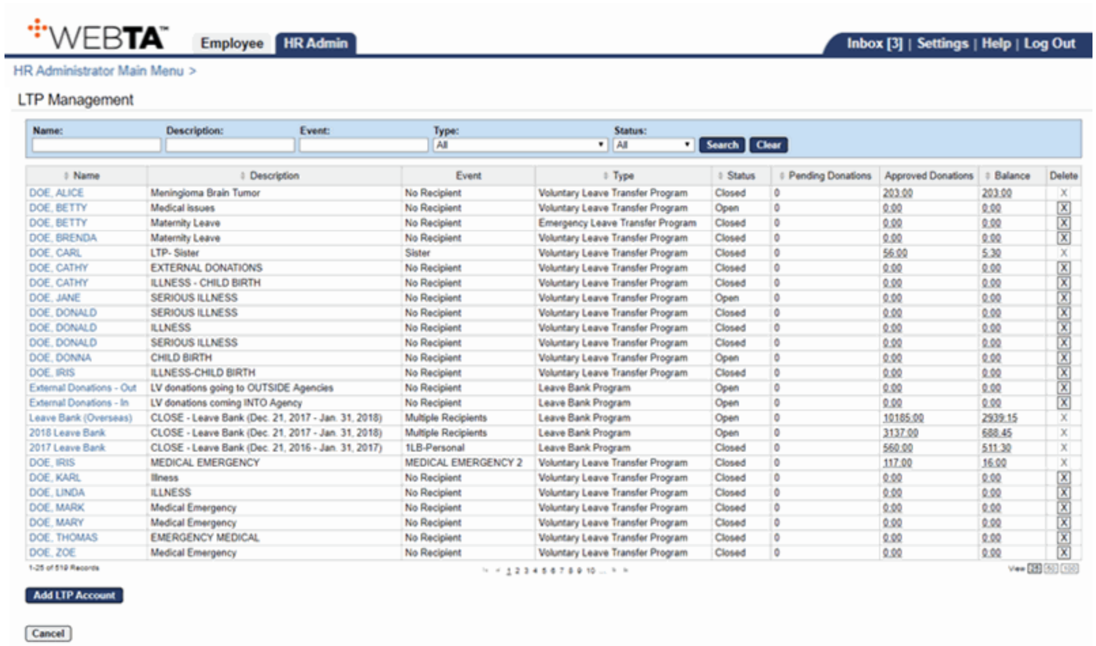
  Note: An Agency is not required to establish a leave bank program.

- Voluntary Leave Transfer Program (VLTP) — Under VLTP, an employee may donate annual leave directly to another employee who has a personal or family medical emergency and who has exhausted his or her available paid leave. Any unused donated annual leave is returned to the leave donors.
- Emergency Leave Transfer Program (ELTP) — In the event of a major disaster or emergency as declared by the President that results in severe adverse effects for a substantial number of employees, the President may direct the Office of Personnel Management (OPM) to establish an ELTP.

  Note: In certain situations, OPM may also delegate an Agency to establish an ELTP.

Note: An employee may participate concurrently in VLBP and VLTP.

HR Administrators use the LTP Management page to manage the Leave Transfer Program. To access the LTP Management page, select the LTP Management link from the Leave Transfer program section on the HR Administrators Main Menu page. The LTP Management page is displayed.



Name	Description	Event	Type	Status	Pending Donations	Approved Donations	Balance	Delete
DOE, ALICE	Meningioma Brain Tumor	No Recipient	Voluntary Leave Transfer Program	Closed	0	203.00	203.00	X
DOE, BETTY	Medical issues	No Recipient	Voluntary Leave Transfer Program	Open	0	0.00	0.00	X
DOE, BETTY	Maternity Leave	No Recipient	Emergency Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, BRENDA	Maternity Leave	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, CARL	LTP- Sister	Sister	Voluntary Leave Transfer Program	Closed	0	56.00	5.30	X
DOE, CATHY	EXTERNAL DONATIONS	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, CATHY	ILLNESS - CHILD BIRTH	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, JANE	SERIOUS ILLNESS	No Recipient	Voluntary Leave Transfer Program	Open	0	0.00	0.00	X
DOE, DONALD	SERIOUS ILLNESS	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, DONALD	ILLNESS	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, DONALD	SERIOUS ILLNESS	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, DONNA	CHILD BIRTH	No Recipient	Voluntary Leave Transfer Program	Open	0	0.00	0.00	X
DOE, IRIS	ILLNESS-CHILD BIRTH	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
External Donations - Out	LV donations going to OUTSIDE Agencies	No Recipient	Leave Bank Program	Open	0	0.00	0.00	X
External Donations - In	LV donations coming INTO Agency	No Recipient	Leave Bank Program	Open	0	0.00	0.00	X
Leave Bank (Overseas)	CLOSE - Leave Bank (Dec. 21, 2017 - Jan. 31, 2018)	Multiple Recipients	Leave Bank Program	Open	0	10185.00	2939.15	X
2018 Leave Bank	CLOSE - Leave Bank (Dec. 21, 2017 - Jan. 31, 2018)	Multiple Recipients	Leave Bank Program	Open	0	3137.00	688.45	X
2017 Leave Bank	CLOSE - Leave Bank (Dec. 21, 2016 - Jan. 31, 2017)	1LB-Personal	Leave Bank Program	Closed	0	560.00	511.30	X
DOE, IRIS	MEDICAL EMERGENCY	MEDICAL EMERGENCY 2	Voluntary Leave Transfer Program	Closed	0	117.00	16.00	X
DOE, KARL	Illness	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, LINDA	ILLNESS	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, MARK	Medical Emergency	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, MARY	Medical Emergency	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, THOMAS	EMERGENCY MEDICAL	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, ZOE	Medical Emergency	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X

Figure 37: LTP Management Page

The LTP Management page defaults to `All` accounts. To view other account types, select the applicable account type from the drop-down list and select the **Search** button. Other account types available to view are `Non-Closed`, `Open`, `Closed Pending`, and `Closed`.

The following fields are displayed on the LTP Management page:

Name (see "***Name Field Description***" on page 230)

Description (see "***Description Field Description***" on page 224)

Event (see "***Event Field Description***" on page 226)

Type (see "***Type Field Description***" on page 239)

Status (see "***Status Field Description - LTP***" on page 236)

Pending Donations (see "***Pending Donations Field Description***" on page 233)

Approved Donations (see "***Approved Donations Field Description***" on page 223)

Balance (see "***Balance Field Description***" on page 223)

Delete (see "***Delete Field Description***" on page 224)

This section includes the following topics:

Voluntary Leave Transfer Program (VLTP)

An employee must apply in writing to their Agency to become a leave recipient under VLTP by submitting OPM 630, Application to Become a Leave Recipient Under the Voluntary Leave Transfer Program. If the employee is not capable of making the request, a personal representative may make the application on behalf of the employee.

For more information see:

Establishing a VLTP Account

HR Administrators establish VLTP accounts from the LTP Management page.

To Establish a VLTP Account:

1. Select the ***LTP Management*** link from the Leave Transfer Program section on the HR Administrator Main Menu page. The LTP Management page is displayed.

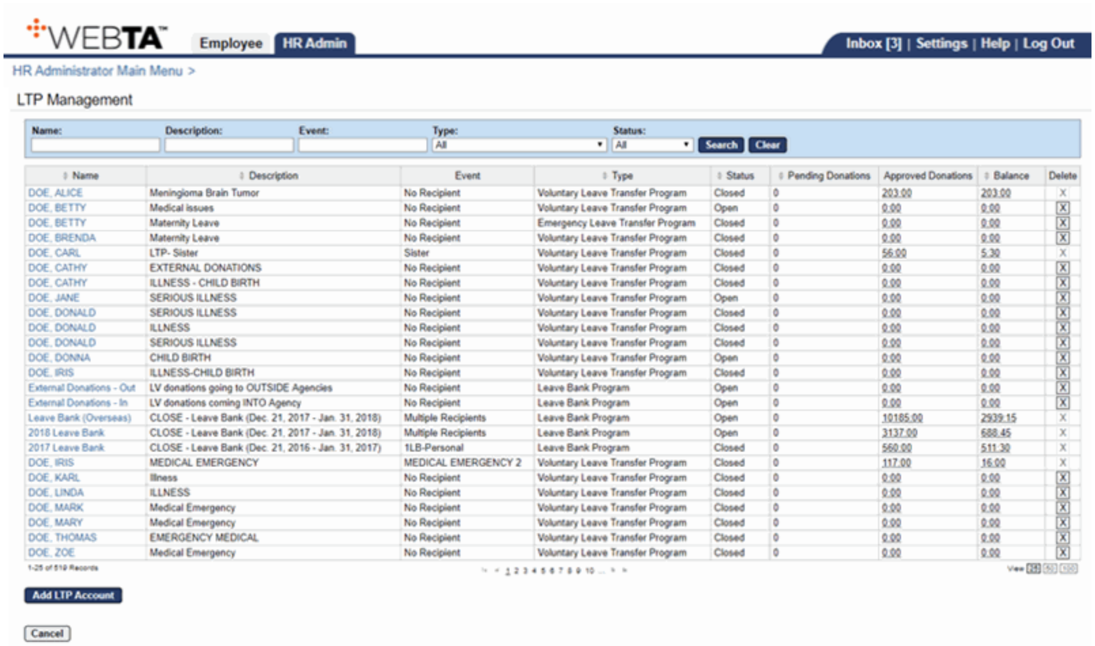


Figure 38: LTP Management Page

2. Select the **Add LTP Account** button. The Add LTP Account page is displayed.

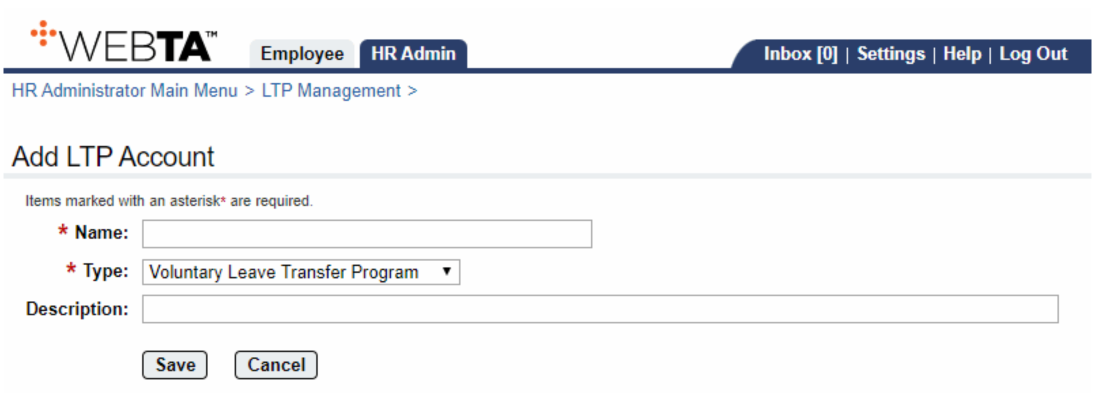


Figure 39: Add LTP Account Page

3. Enter a name for the leave transfer account. This is a required field.

4. Select ***Voluntary Leave Transfer Program*** from the drop-down list.

5. Enter a description or additional information regarding the VLTP account.

6. Select the **Save** button. The Edit LTP Account page is displayed with a message that the account was saved.

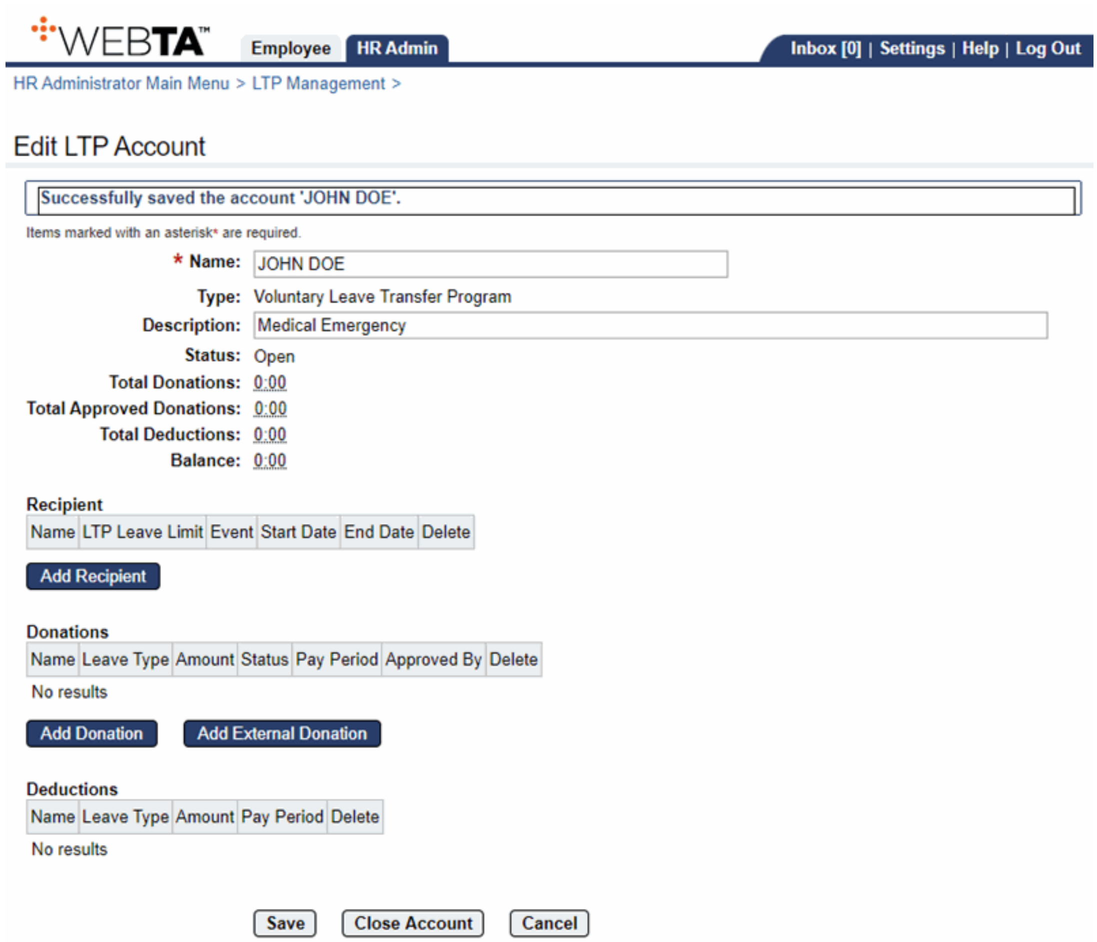


Figure 40: Edit LTP Account Page - Adding VLTP Account

7. Select the **Add Recipient** button. The Select Recipient page is displayed.

Figure 41: Select Recipient Page

8. Select the applicable employee.

OR

Enter the employee's name and select the **Search** button.

The LTP Recipient page is displayed with the recipient and position data listed.

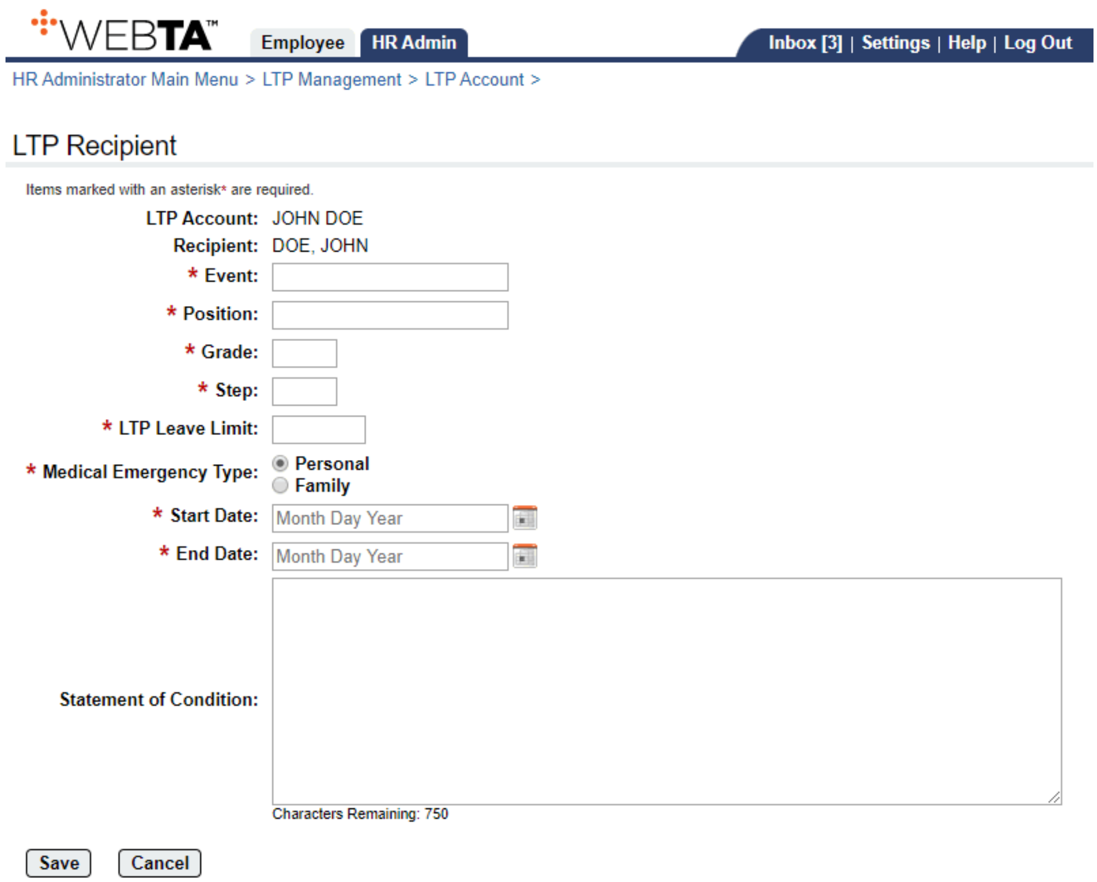


Figure 42: LTP Recipient Page - Adding Recipient to a VLTP Account

9. Complete the following fields:

Event (see "***Event Field Instruction (Required)***" on page 226)

LTP Leave Limit (see "***LTP Leave Limit Field Instruction (Required)***" on page 229)

Medical Emergency Type (see "***Medical Emergency Type Field Instruction (Required)***" on page 229)

Start Date (see "***Start Date Field Instruction - LTP (Required)***" on page 235)

End Date (see "***End Date Field Instruction - LTP (Required)***" on page 225)

Statement of Condition (see "***Statement of Condition Field Instruction***" on page 236)

Note: The Position, Grade, and Step fields are populated when the Recipient is selected.

10. Select the **Save** button. The message *Recipient saved* is displayed.

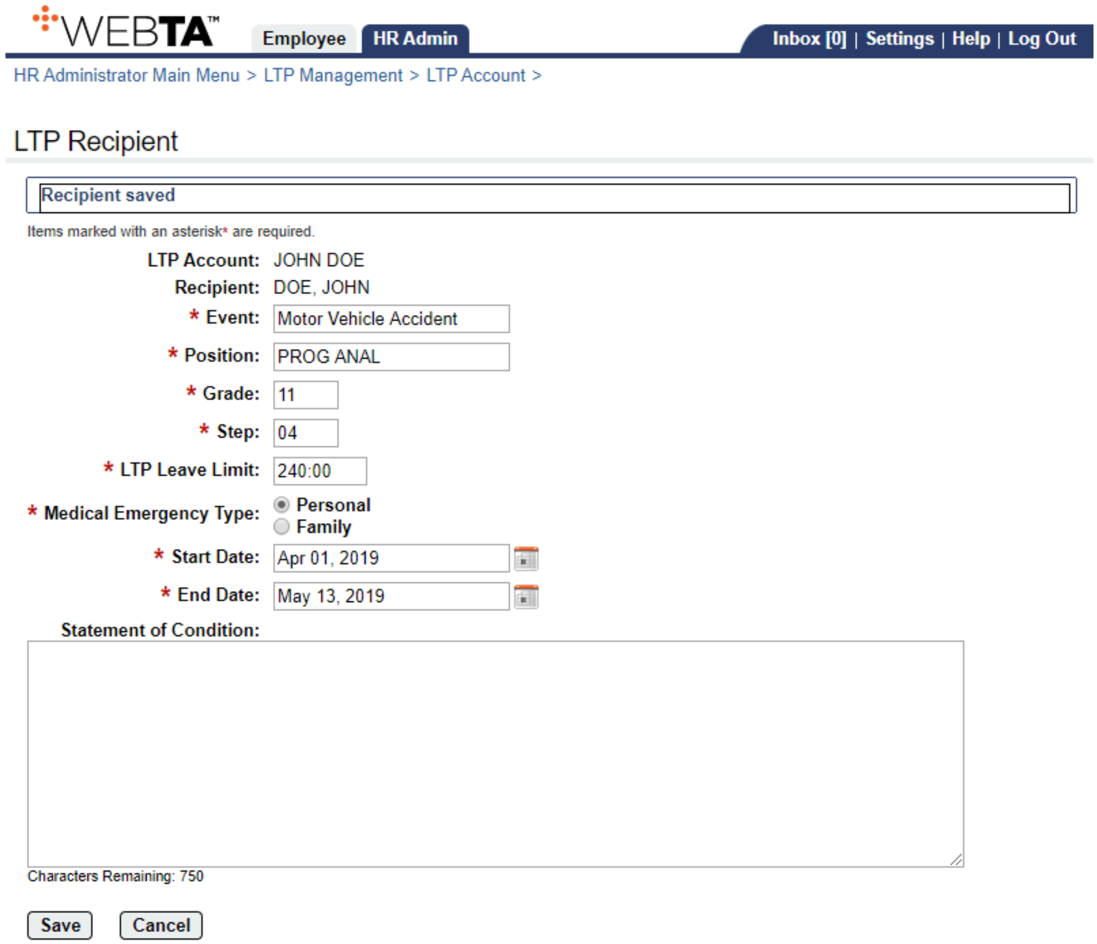


Figure 43: LTP Recipient Page - Adding Recipient

At this point, the following options are available:

Step	Description
Select the **Save** button	Saves any changes you may have made. You remain on the LTP Recipient page. The message *Recipient saved* is displayed.
Select the **Cancel** button	Returns you to the Edit LTP Account page.
Select the ***HR Admin*** tab	Returns you to the HR Administrator Menu page.
Select ***Log Out***	Logs you out of webTA.

Adding Leave Donations to a VLTP Account on Behalf of Employees

Donations to leave transfer accounts can either be entered by the donating employees through the Leave Transfer Program section on the Employee Main Menu page, or they may be entered by a LTP Manager (or HR administrator with LTP rights) from the LTP Management page. Donations must be approved before they can be used by an approved recipient.

Note: Donations received from outside the Agency must be entered by the HR Administrator.

To Add a Donation to a VLTP Account:

1. Select the LTP Management link from the Leave Transfer Program section on the HR Administrator Main Menu page. The LTP Management page is displayed.

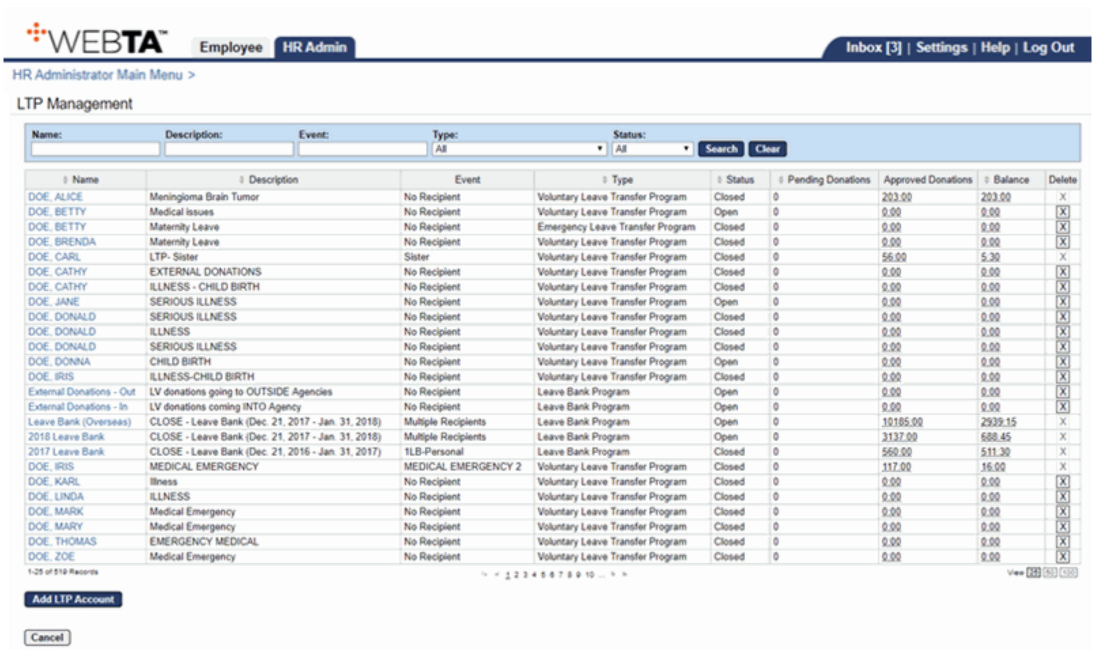


Figure 44: LTP Management Page

2. Select the applicable recipient.

   OR

   Enter the recipient's name and select the **Search** button.

The Edit LTP Account page is displayed.

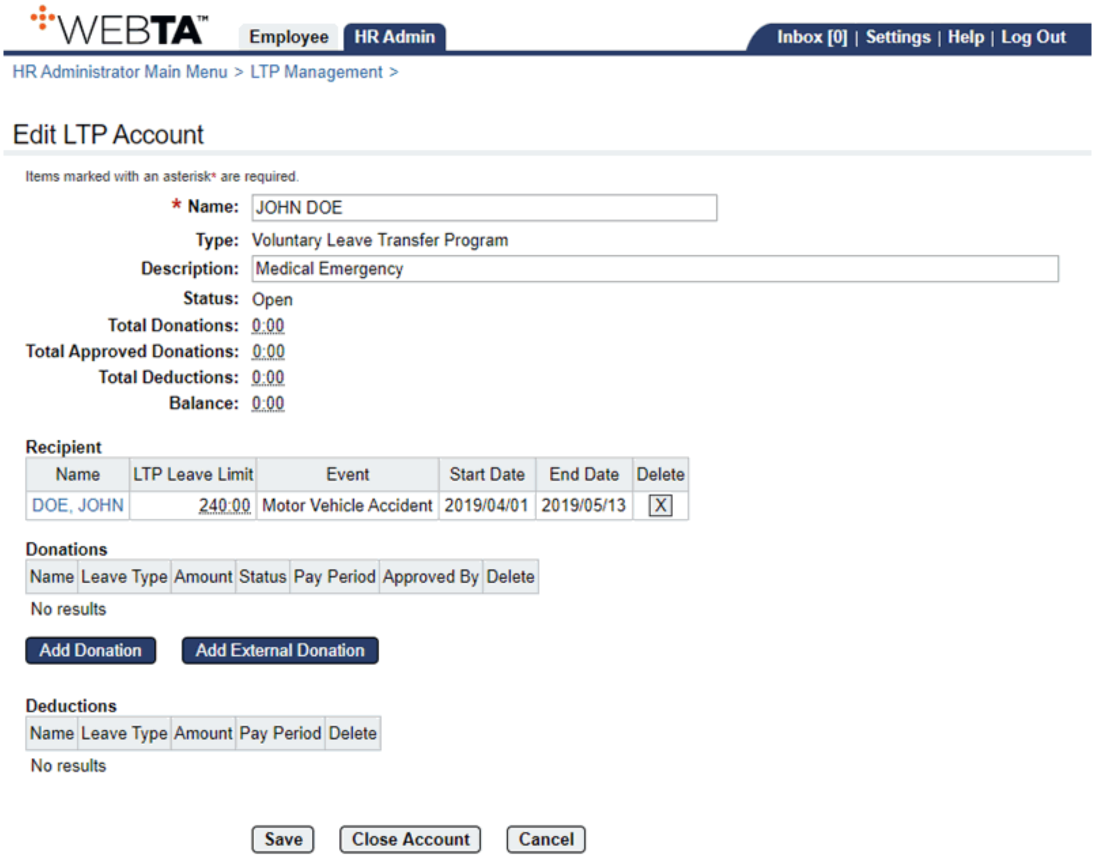


Figure 45: Edit Leave Account Page - Adding VLTP Donation

3. Select the **Add Donation** button. The Select Donor page is displayed.

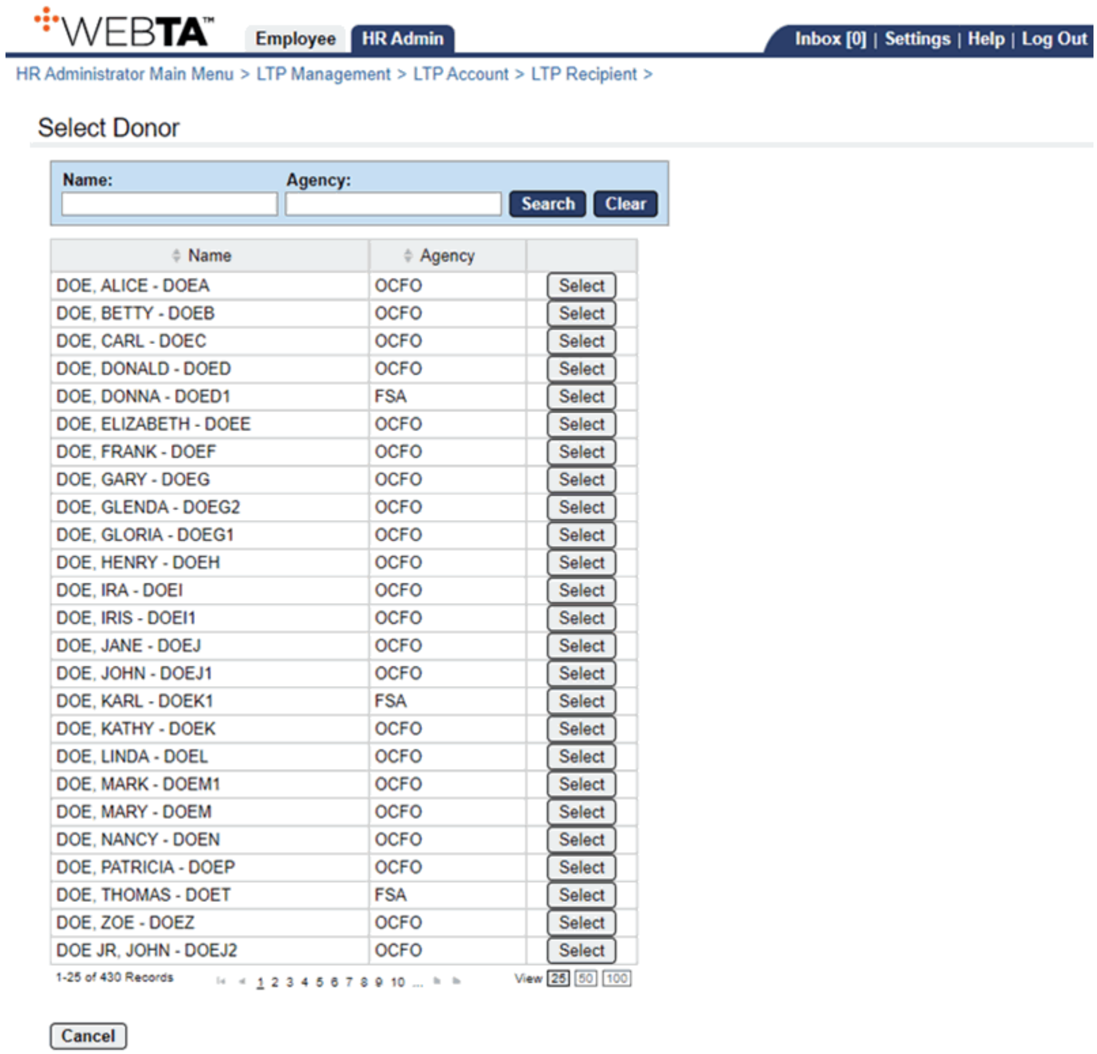


Figure 46: Select Donor Page

4. Select the applicable donor.

   OR

   Enter the donor's name and select the **Search** button.

The Add LTP Donation Page is displayed with the donor's name and position information listed.

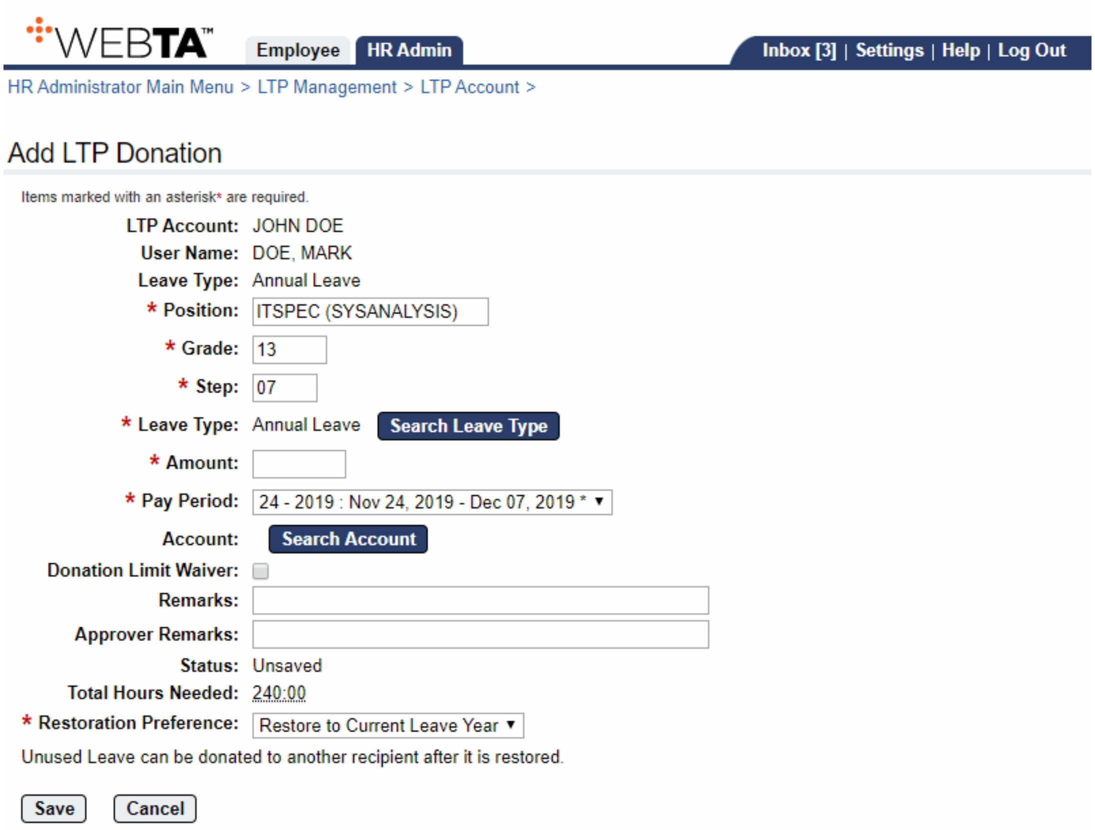


Figure 47: Add LTP Donation Page

5. Complete or edit the following fields:

   Leave Type (see "***Leave Type Field Instruction - LTP Donation (Required)***" on page 229)

   Amount (see "***Amount Field Instruction - LTP Donation (Required)***" on page 223)

   Pay Period (see "***Pay Period Field Instruction - LTP Donation (Required)***" on page 232)

   Account (see "***Account Field Instruction***" on page 222)

   Donation Limit Waiver (see "***Donation Limit Waiver Field Instruction***" on page 224)

   Remarks (see "***Remarks Field Instruction***" on page 233)

   Restoration Preference (see "***Restoration Preference Field Instruction (Required)***" on page 233)

6. Select the **Save** button. The Edit LTP Account page is displayed with the status as **`Submitted`** and the message *Donation saved*.

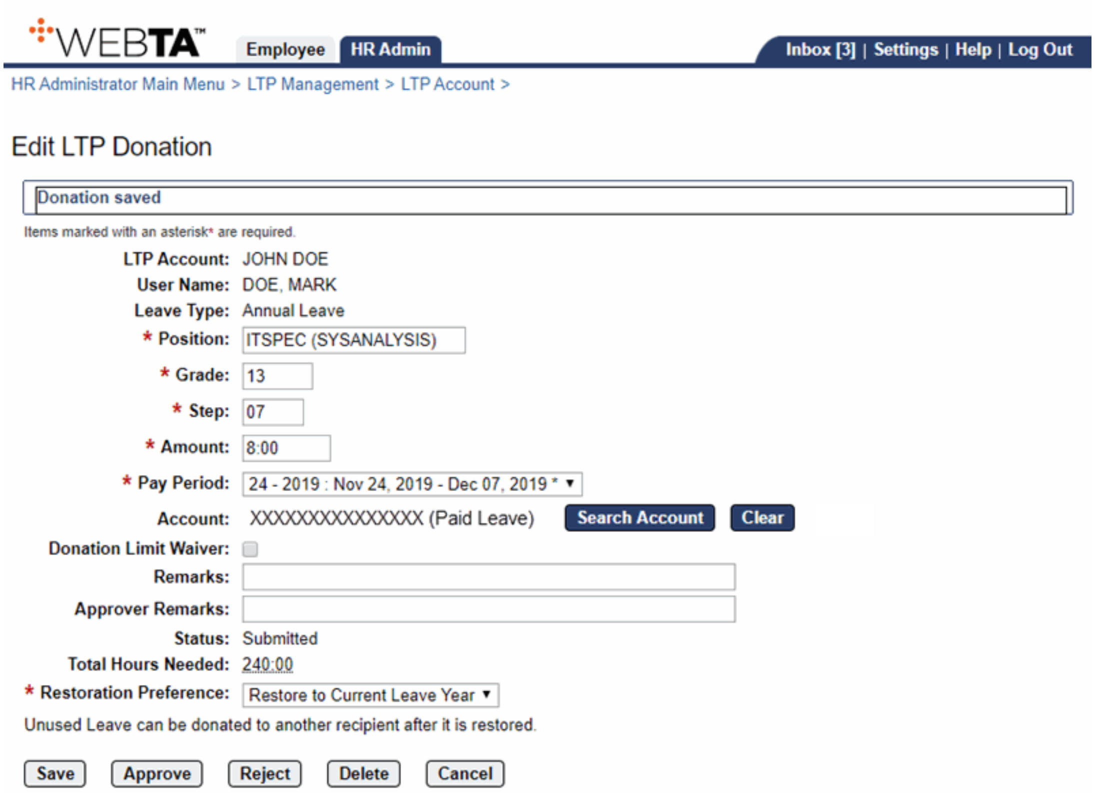


Figure 48: Edit LTP Donation Page - VLTP Donation Saved

At this point, the following options are available:

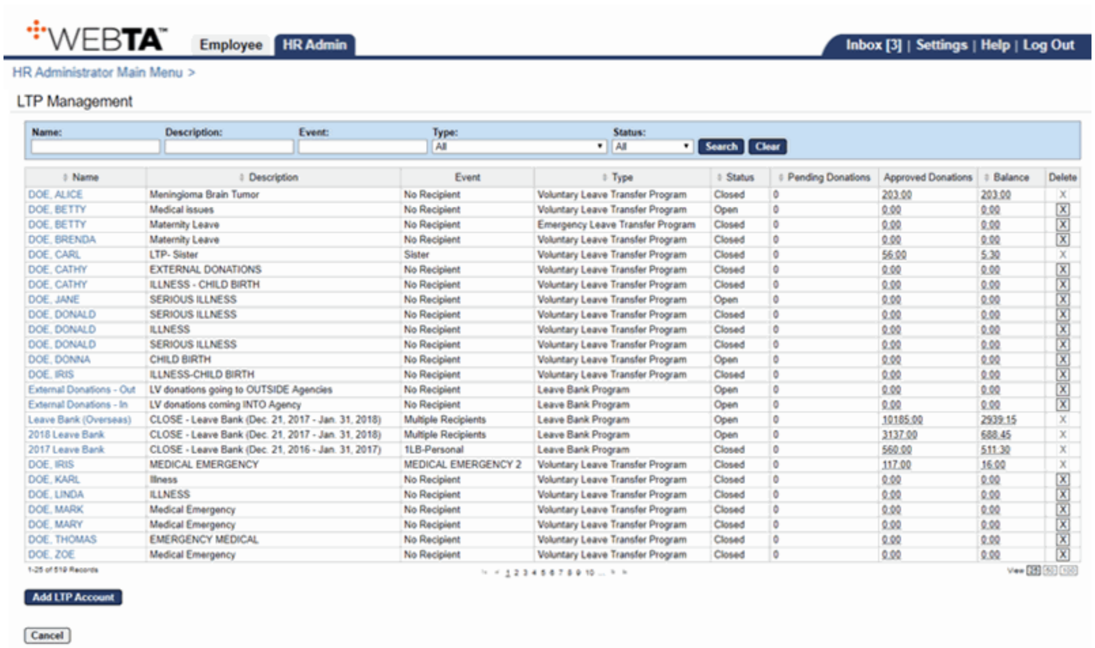
Step	Description
Select the **Save** button	Saves the LTP donation. You remain on the page and the message *Donation saved* is displayed.
Select the **Approve** button	Approves the LTP donation. You remain on the page and the message *Donation approved* and the **Revert to Pending** button are displayed.
Select the **Reject** button	Rejects the LTP donation. You remain on the page and the message *Donation rejected* and the **Revert to Pending** button are displayed.
Select the **Delete** button	Deletes the LTP donation. You remain on the page and the message *Donation deleted* is displayed.
Select the **Cancel** button	Returns you to the Edit LTP Account page.
Select the ***HR Admin*** tab	Returns you to the HR Administrator Main Menu page.
Select ***Log Out***	Logs you out of webTA.

Approving Donations to a VLTP Account

Leave donations from employees must be approved before they can be credited to a leave recipient's account.

To Approve Leave Donations:

1. Select the ***LTP Management*** link from the Leave Transfer Program section on the HR Administrator Main Menu page. The LTP Management page is displayed.



WEBTA™ Employee | HR Admin | Inbox [3] | Settings | Help | Log Out

HR Administrator Main Menu >

LTP Management

Name: Description: Event: Type: All Status: All Search Clear

Name	Description	Event	Type	Status	Pending Donations	Approved Donations	Balance	Delete
DOE, ALICE	Meningioma Brain Tumor	No Recipient	Voluntary Leave Transfer Program	Closed	0	203.00	203.00	X
DOE, BETTY	Medical issues	No Recipient	Voluntary Leave Transfer Program	Open	0	0.00	0.00	X
DOE, BETTY	Maternity Leave	No Recipient	Emergency Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, BRENDA	Maternity Leave	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, CARL	LTP- Sister	Sister	Voluntary Leave Transfer Program	Closed	0	56.00	5.30	X
DOE, CATHY	EXTERNAL DONATIONS	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, CATHY	ILLNESS - CHILD BIRTH	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, JANE	SERIOUS ILLNESS	No Recipient	Voluntary Leave Transfer Program	Open	0	0.00	0.00	X
DOE, DONALD	SERIOUS ILLNESS	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, DONALD	ILLNESS	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, DONALD	SERIOUS ILLNESS	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, DONNA	CHILD BIRTH	No Recipient	Voluntary Leave Transfer Program	Open	0	0.00	0.00	X
DOE, IRIS	ILLNESS-CHILD BIRTH	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
External Donations - Out	LV donations going to OUTSIDE Agencies	No Recipient	Leave Bank Program	Open	0	0.00	0.00	X
External Donations - In	LV donations coming INTO Agency	No Recipient	Leave Bank Program	Open	0	0.00	0.00	X
Leave Bank (Overseas)	CLOSE - Leave Bank (Dec. 21, 2017 - Jan. 31, 2018)	Multiple Recipients	Leave Bank Program	Open	0	10185.00	2939.15	X
2018 Leave Bank	CLOSE - Leave Bank (Dec. 21, 2017 - Jan. 31, 2018)	Multiple Recipients	Leave Bank Program	Open	0	3137.00	688.45	X
2017 Leave Bank	CLOSE - Leave Bank (Dec. 21, 2016 - Jan. 31, 2017)	1LB-Personal	Leave Bank Program	Closed	0	560.00	511.30	X
DOE, IRIS	MEDICAL EMERGENCY	MEDICAL EMERGENCY 2	Voluntary Leave Transfer Program	Closed	0	117.00	16.00	X
DOE, KARL	Illness	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, LINDA	ILLNESS	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, MARK	Medical Emergency	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, MARY	Medical Emergency	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, THOMAS	EMERGENCY MEDICAL	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, ZOE	Medical Emergency	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X

1-25 of 519 Records   1 2 3 4 5 6 7 8 9 10 ...   View

Add LTP Account

Cancel

Figure 49: LTP Management Page

2. Select the name link of the LTP account to view the pending donations.

OR

Enter the applicable name and select the **Search** button. The Edit LTP Account page is displayed.

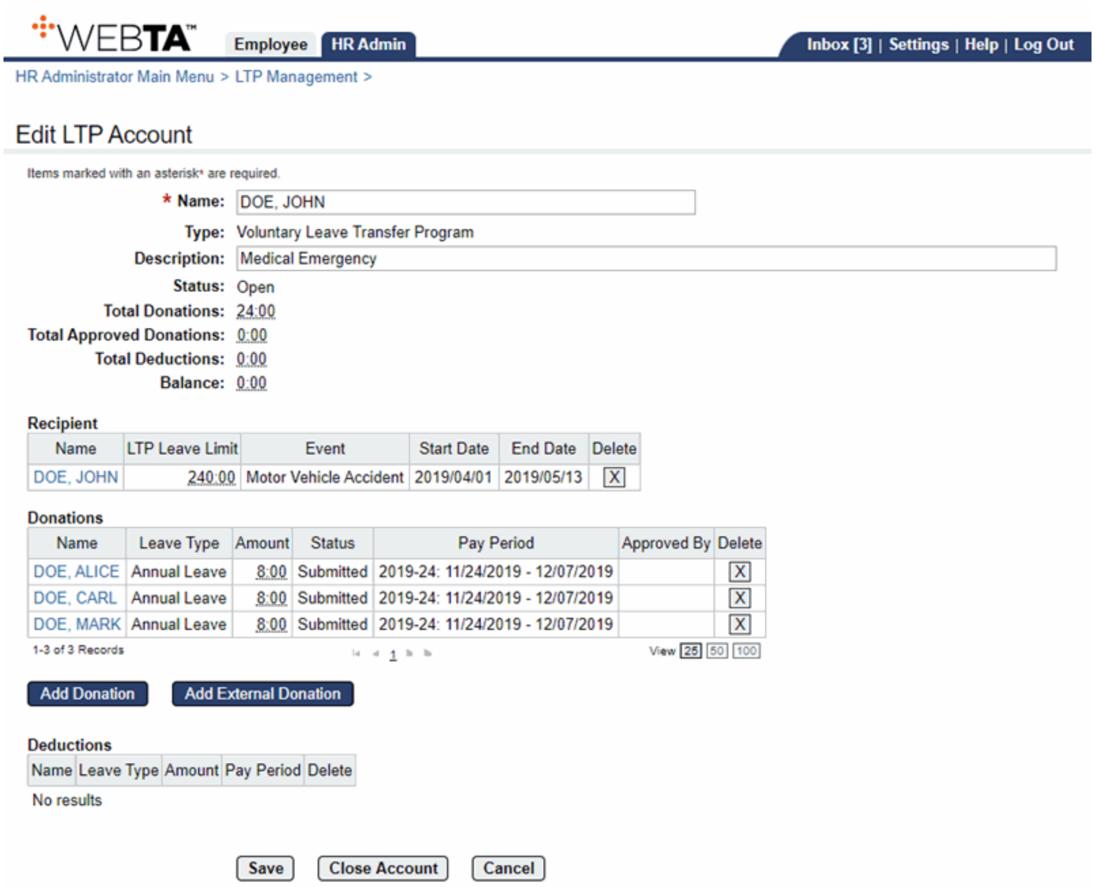


Figure 50: Edit LTP Account Page - Approving Donations

3. Select the name link of the donation to approve. The applicable Edit LTP Donation page is displayed.

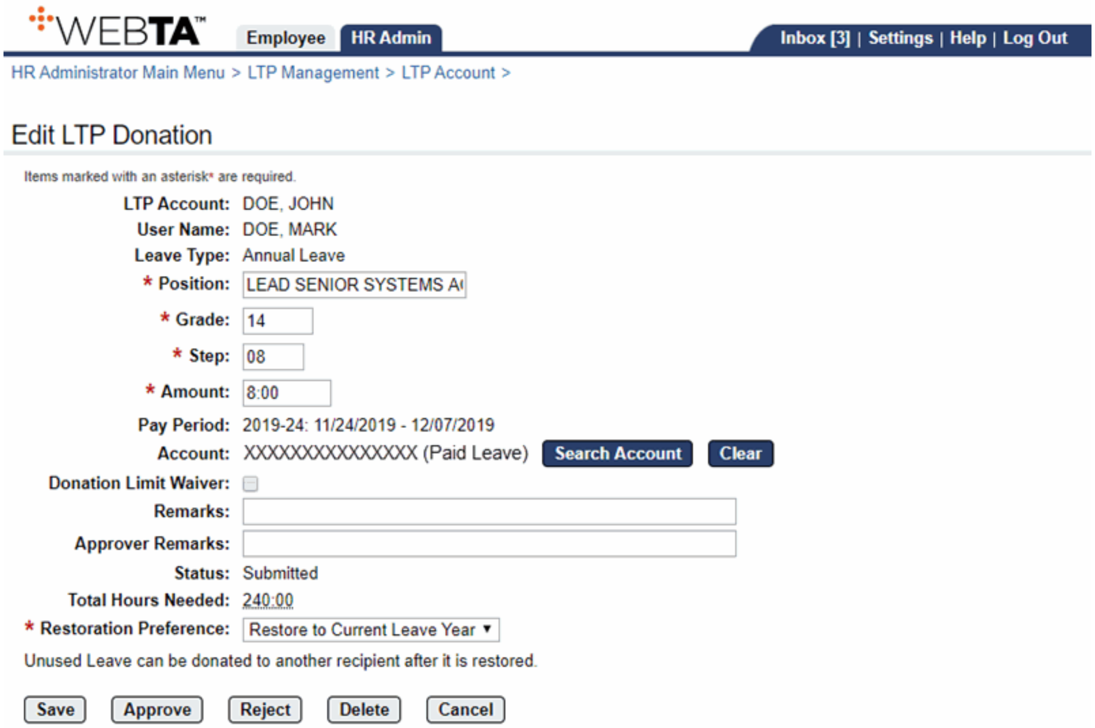


Figure 51: Edit LTP Donations Page - Approving Donation

4. Enter any applicable remarks in the Approver Remarks field.

Note: The Restoration Preference defaults to ***Restore to Current Leave Year***. If desired, select ***Restore to Next Leave Year*** from the drop-down list.

5. Select the **Approve** button. The LTP Donation page with the status of **`Approved`** and the message *Donation approved* is displayed.

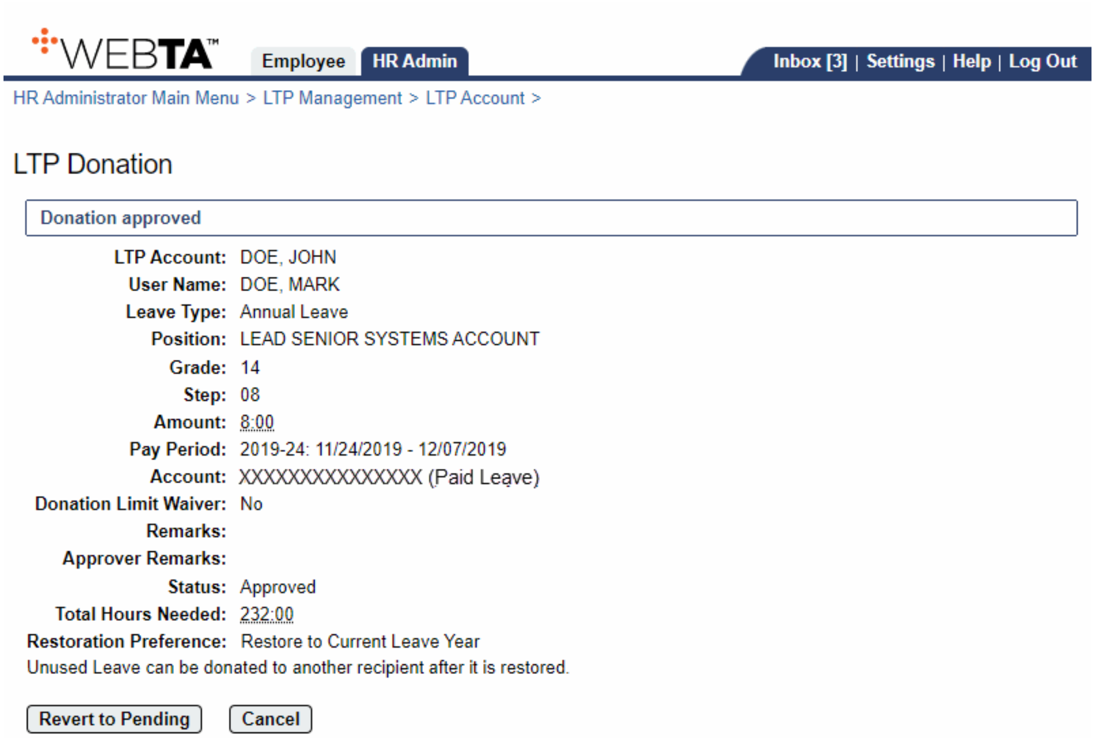


Figure 52: LTP Donation Page - Donation Approved

At this point, the following options are available:

Step	Description
Select the **Cancel** button	Returns you to the Edit LTP Donation page.
Select the **Revert to Pending** button	Returns the donation to Pending status.
Select the ***HR Admin*** tab	Returns you to the HR Administrator Main Menu page.
Select ***Log Out***	Logs you out of webTA.

Reverting a Leave Donation to Pending

In the event that an employee needs to adjust an approved leave donation before it is credited to a leave recipient's account, HR Administrators are able to revert the approved leave donations to a pending status.

To Revert an Approved Leave Donation to Pending:

1. Select the ***LTP Management*** link from the Leave Transfer Program section on the HR Administrator main menu page. The LTP Management page is displayed.

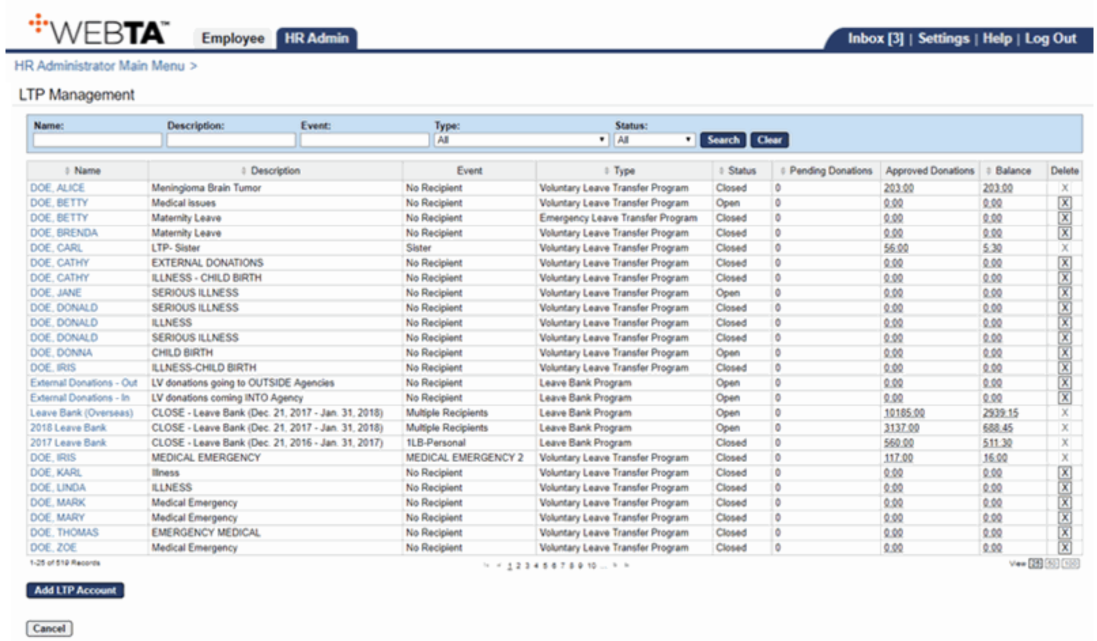


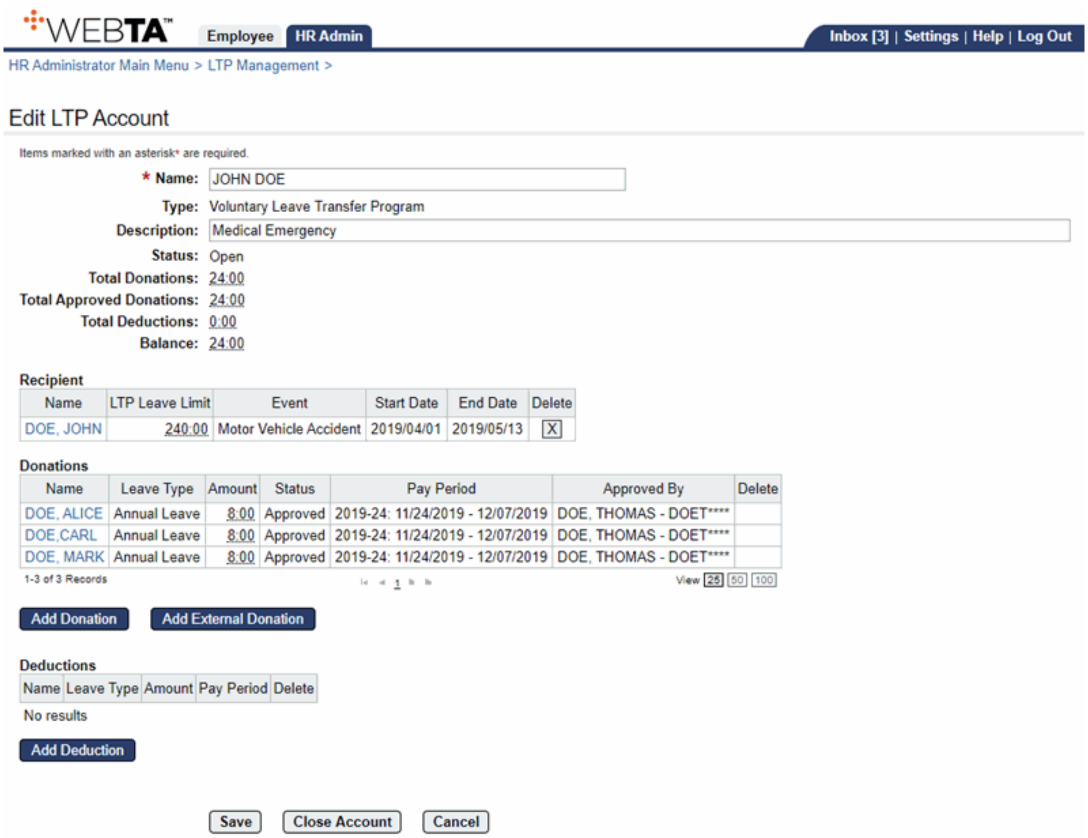
Figure 53: LTP Management Page

2. Select the applicable leave transfer account.

   OR

   Enter the leave transfer account's name in the Name field and select the **Search** button.

The Edit LTP Account page is displayed.


WEBTA™ Employee HR Admin Inbox [3] | Settings | Help | Log Out

HR Administrator Main Menu > LTP Management >

Edit LTP Account

Items marked with an asterisk* are required.

* Name: JOHN DOE
Type: Voluntary Leave Transfer Program
Description: Medical Emergency
Status: Open
Total Donations: 24:00
Total Approved Donations: 24:00
Total Deductions: 0:00
Balance: 24:00

Recipient

Name	LTP Leave Limit	Event	Start Date	End Date	Delete
DOE, JOHN	240:00	Motor Vehicle Accident	2019/04/01	2019/05/13	X

Donations

Name	Leave Type	Amount	Status	Pay Period	Approved By	Delete
DOE, ALICE	Annual Leave	8:00	Approved	2019-24: 11/24/2019 - 12/07/2019	DOE, THOMAS - DOET****	
DOE,CARL	Annual Leave	8:00	Approved	2019-24: 11/24/2019 - 12/07/2019	DOE, THOMAS - DOET****	
DOE, MARK	Annual Leave	8:00	Approved	2019-24: 11/24/2019 - 12/07/2019	DOE, THOMAS - DOET****	

1-3 of 3 Records 1 View 25 50 100

Add Donation Add External Donation

Deductions

Name	Leave Type	Amount	Pay Period	Delete

No results

Add Deduction

Save Close Account Cancel

Figure 54: Edit LTP Account Page - Reverting Donation

3. Select the applicable name link of the leave donation to revert. The LTP Donation page is displayed.

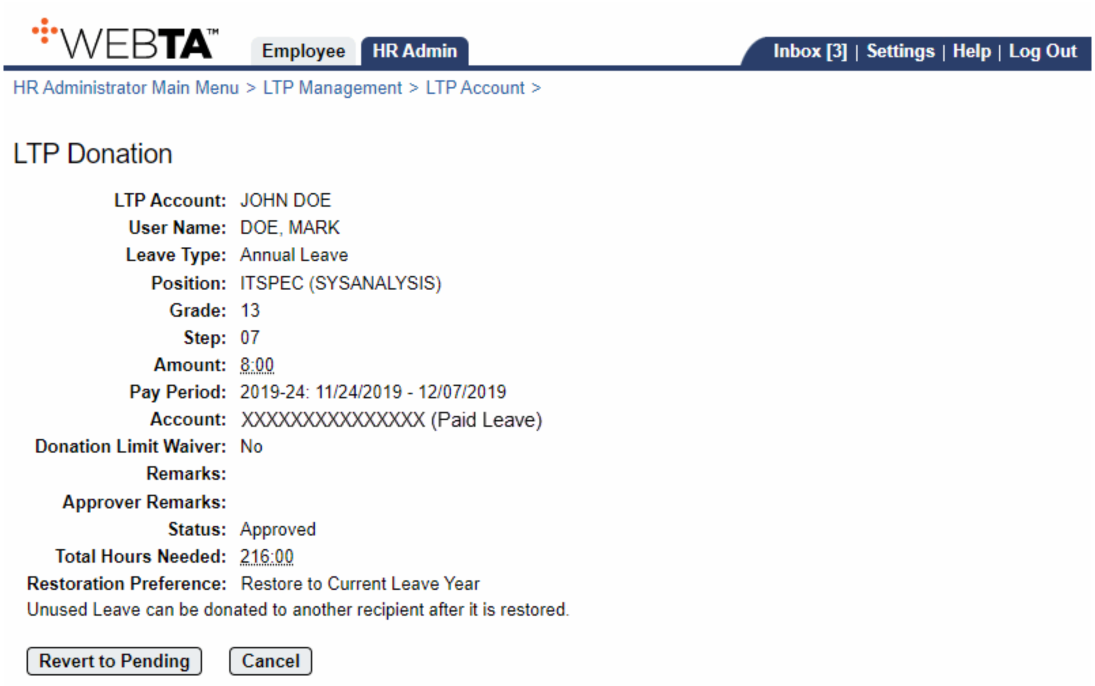


Figure 55: LTP Donation Page - Reverting Donation

4. Select the **Revert to Pending** button. The Edit LTP Donation page with the message *Donation reverted* displayed.

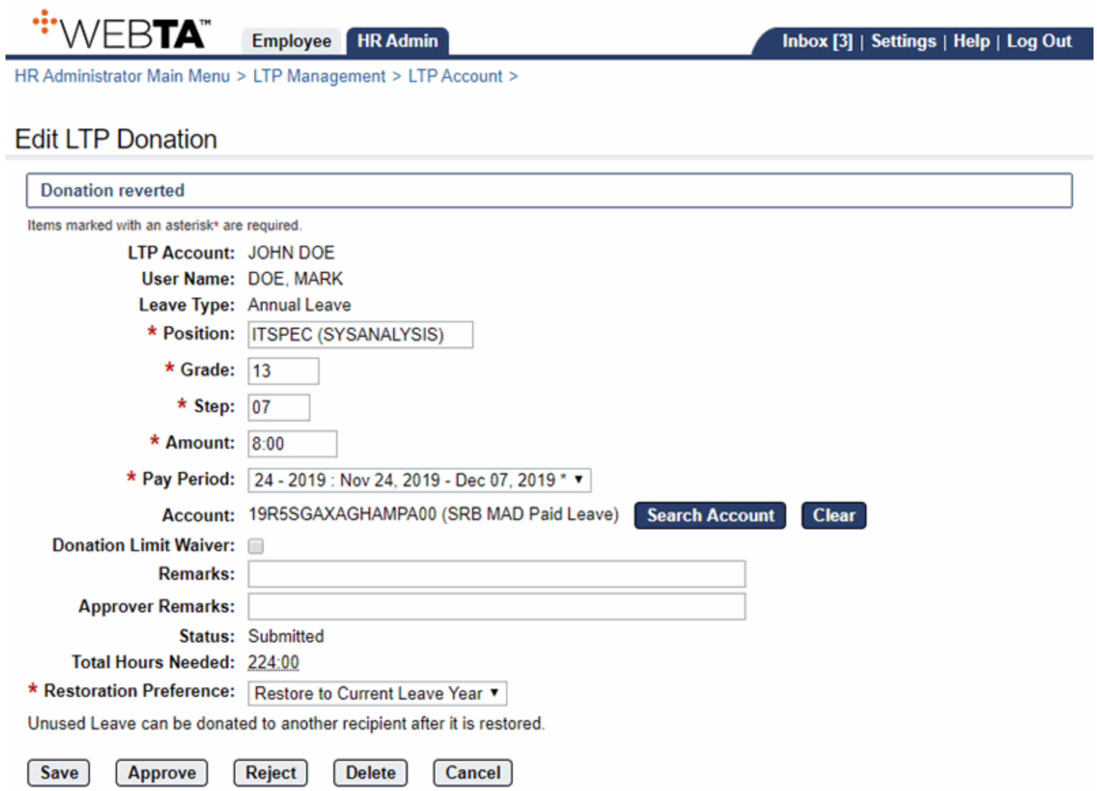


Figure 56: Edit LTP Donation Page - Donation Reverted

At this point, the following options are available:

Step	Description
Select the **Save** button	Saves the LTP donation. You remain on the page and the message *Donation saved* is displayed.
Select the **Approve** button	Approves the donation. You remain on the page and the message *Donation approved* and the **Revert to Pending** button are displayed.
Select the **Reject** button	Rejects the LTP donation. You remain on the page and the message *Donation rejected* and the **Revert to Pending** button are displayed.
Select the **Delete** button	Deletes the LTP donation and returns you to the Edit LTP Donation page with the message *Donation deleted* displayed.
Select the **Cancel** button	Returns you to the Edit LTP Accounts page.
Select the ***HR Admin*** tab	Returns you to the HR Administrator Main Menu page.
Select ***Log Out***	Logs you out of webTA.

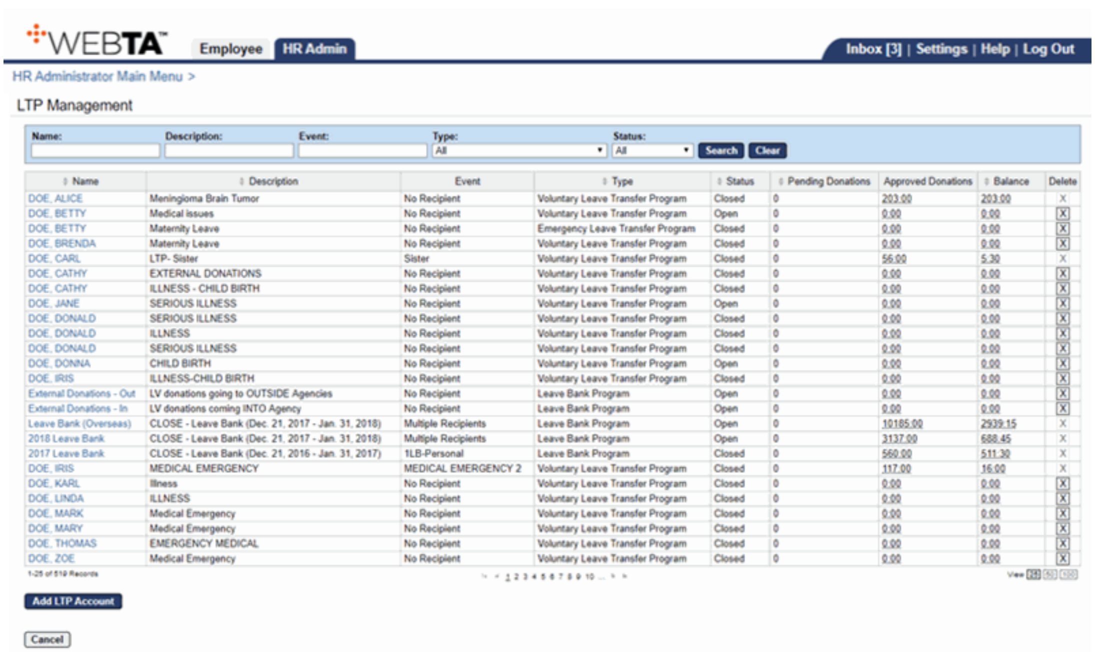
Closing a Leave Recipient Account and Returning Unused Leave Donations

When an account is no longer needed, it must be closed. An employee's leave donation account cannot be closed while pending transactions exist. Pending transactions are those transactions that have been recorded in webTA, but have not yet been transmitted to NFC for processing. When closing a leave transfer account with a remaining balance, the donated leave is returned to the donor(s) in proportion to the amount donated.

Note: Accounts set up in error may be deleted. Deleting an account removes the record from the database.

To Close a VLTP Account and Return Unused Leave:

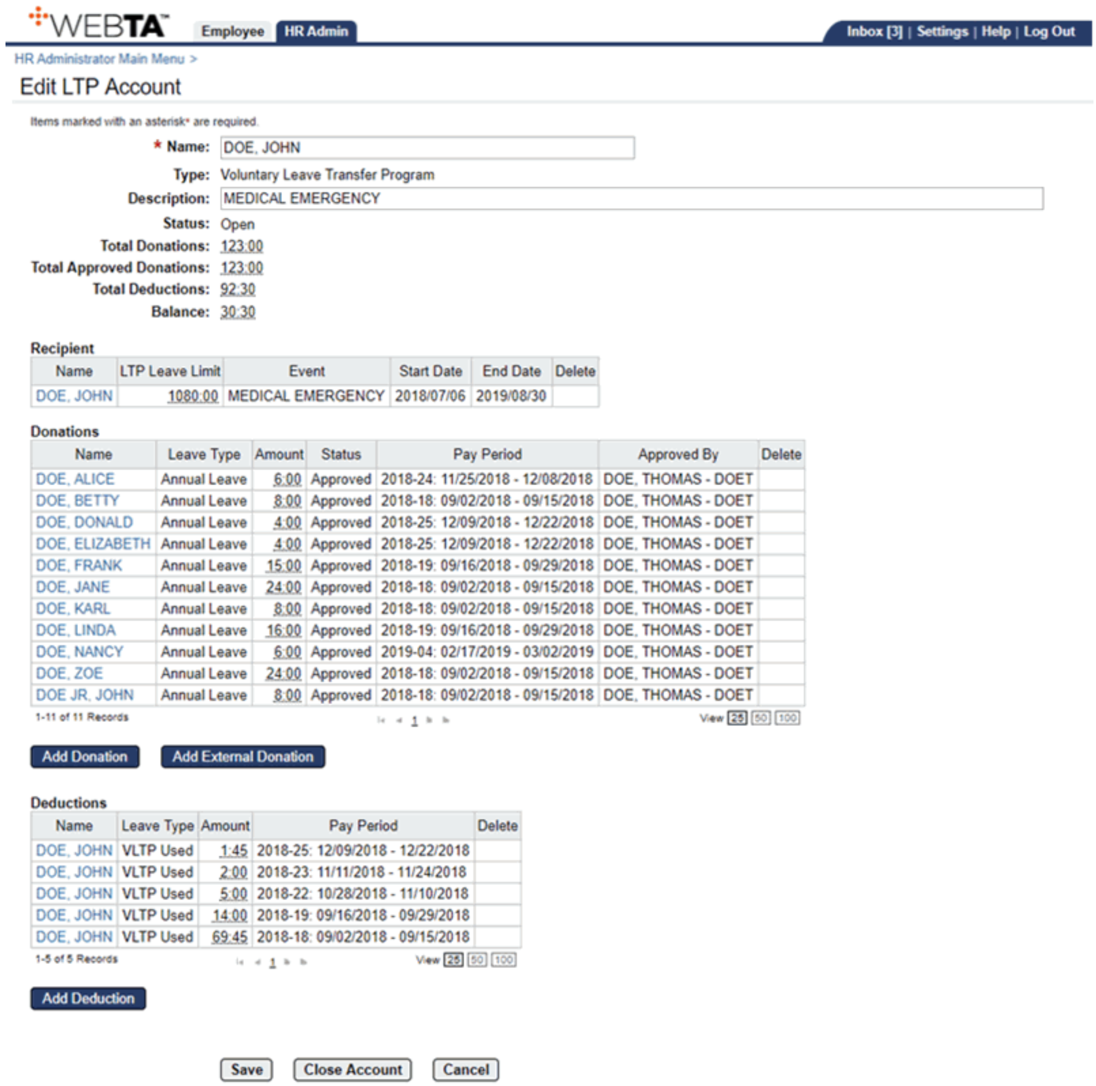
1. Select the LTP Management link from the Leave Transfer Program section on the HR Administrator main menu page. The LTP Management page is displayed.



Name	Description	Event	Type	Status	Pending Donations	Approved Donations	Balance	Delete
DOE, ALICE	Meningioma Brain Tumor	No Recipient	Voluntary Leave Transfer Program	Closed	0	203.00	203.00	X
DOE, BETTY	Medical issues	No Recipient	Voluntary Leave Transfer Program	Open	0	0.00	0.00	X
DOE, BETTY	Maternity Leave	No Recipient	Emergency Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, BRENDA	Maternity Leave	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, CARL	LTP- Sister	Sister	Voluntary Leave Transfer Program	Closed	0	56.00	5.30	X
DOE, CATHY	EXTERNAL DONATIONS	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, CATHY	ILLNESS - CHILD BIRTH	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, JANE	SERIOUS ILLNESS	No Recipient	Voluntary Leave Transfer Program	Open	0	0.00	0.00	X
DOE, DONALD	SERIOUS ILLNESS	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, DONALD	ILLNESS	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, DONALD	SERIOUS ILLNESS	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, DONNA	CHILD BIRTH	No Recipient	Voluntary Leave Transfer Program	Open	0	0.00	0.00	X
DOE, IRIS	ILLNESS-CHILD BIRTH	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
External Donations - Out	LV donations going to OUTSIDE Agencies	No Recipient	Leave Bank Program	Open	0	0.00	0.00	X
External Donations - In	LV donations coming INTO Agency	No Recipient	Leave Bank Program	Open	0	0.00	0.00	X
Leave Bank (Overseas)	CLOSE - Leave Bank (Dec. 21, 2017 - Jan. 31, 2018)	Multiple Recipients	Leave Bank Program	Open	0	10185.00	2939.15	X
2018 Leave Bank	CLOSE - Leave Bank (Dec. 21, 2017 - Jan. 31, 2018)	Multiple Recipients	Leave Bank Program	Open	0	3137.00	688.45	X
2017 Leave Bank	CLOSE - Leave Bank (Dec. 21, 2016 - Jan. 31, 2017)	1LB-Personal	Leave Bank Program	Closed	0	560.00	511.30	X
DOE, IRIS	MEDICAL EMERGENCY	MEDICAL EMERGENCY 2	Voluntary Leave Transfer Program	Closed	0	117.00	16.00	X
DOE, KARL	Illness	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, LINDA	ILLNESS	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, MARK	Medical Emergency	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, MARY	Medical Emergency	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, THOMAS	EMERGENCY MEDICAL	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, ZOE	Medical Emergency	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X

Figure 57: LTP Management Page

2. Select the applicable recipient account to close. The applicable Edit LTP Account page is displayed.



WEBTA Employee HR Admin Inbox [3] | Settings | Help | Log Out

HR Administrator Main Menu >

Edit LTP Account

Items marked with an asterisk* are required.

* Name: DOE, JOHN
Type: Voluntary Leave Transfer Program
Description: MEDICAL EMERGENCY
Status: Open
Total Donations: 123:00
Total Approved Donations: 123:00
Total Deductions: 92:30
Balance: 30:30

Recipient

Name	LTP Leave Limit	Event	Start Date	End Date	Delete
DOE, JOHN	1080:00	MEDICAL EMERGENCY	2018/07/06	2019/08/30	

Donations

Name	Leave Type	Amount	Status	Pay Period	Approved By	Delete
DOE, ALICE	Annual Leave	6:00	Approved	2018-24: 11/25/2018 - 12/08/2018	DOE, THOMAS - DOET	
DOE, BETTY	Annual Leave	8:00	Approved	2018-18: 09/02/2018 - 09/15/2018	DOE, THOMAS - DOET	
DOE, DONALD	Annual Leave	4:00	Approved	2018-25: 12/09/2018 - 12/22/2018	DOE, THOMAS - DOET	
DOE, ELIZABETH	Annual Leave	4:00	Approved	2018-25: 12/09/2018 - 12/22/2018	DOE, THOMAS - DOET	
DOE, FRANK	Annual Leave	15:00	Approved	2018-19: 09/16/2018 - 09/29/2018	DOE, THOMAS - DOET	
DOE, JANE	Annual Leave	24:00	Approved	2018-18: 09/02/2018 - 09/15/2018	DOE, THOMAS - DOET	
DOE, KARL	Annual Leave	8:00	Approved	2018-18: 09/02/2018 - 09/15/2018	DOE, THOMAS - DOET	
DOE, LINDA	Annual Leave	16:00	Approved	2018-19: 09/16/2018 - 09/29/2018	DOE, THOMAS - DOET	
DOE, NANCY	Annual Leave	6:00	Approved	2019-04: 02/17/2019 - 03/02/2019	DOE, THOMAS - DOET	
DOE, ZOE	Annual Leave	24:00	Approved	2018-18: 09/02/2018 - 09/15/2018	DOE, THOMAS - DOET	
DOE JR, JOHN	Annual Leave	8:00	Approved	2018-18: 09/02/2018 - 09/15/2018	DOE, THOMAS - DOET	

1-11 of 11 Records 1 View 25 50 100

Add Donation Add External Donation

Deductions

Name	Leave Type	Amount	Pay Period	Delete
DOE, JOHN	VLTP Used	1:45	2018-25: 12/09/2018 - 12/22/2018	
DOE, JOHN	VLTP Used	2:00	2018-23: 11/11/2018 - 11/24/2018	
DOE, JOHN	VLTP Used	5:00	2018-22: 10/28/2018 - 11/10/2018	
DOE, JOHN	VLTP Used	14:00	2018-19: 09/16/2018 - 09/29/2018	
DOE, JOHN	VLTP Used	69:45	2018-18: 09/02/2018 - 09/15/2018	

1-5 of 5 Records 1 View 25 50 100

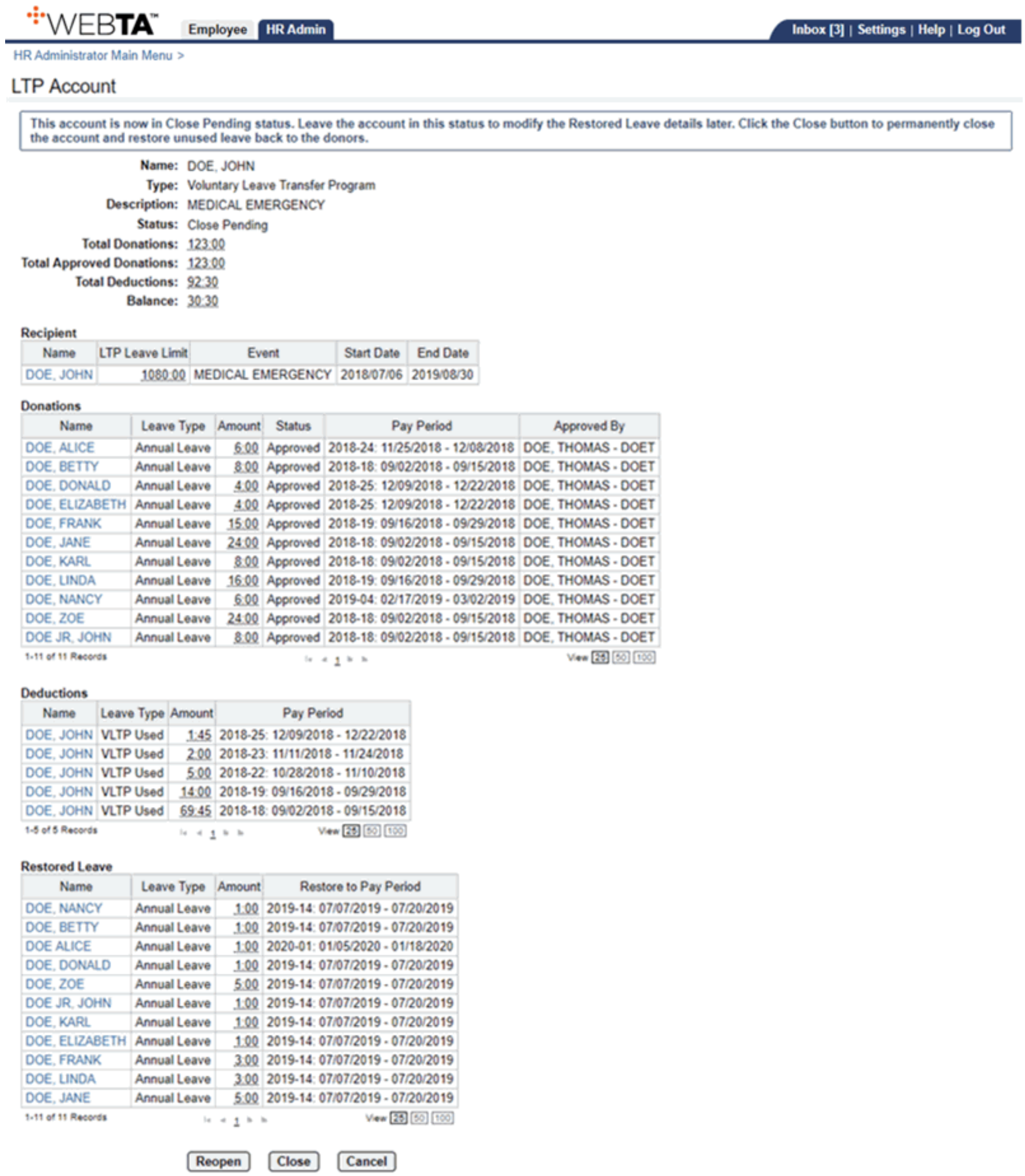
Add Deduction

Save Close Account Cancel

Figure 58: Edit LTP Account Page - Closing Account

3. Select the **Close Account** button. The message *Are you sure you want to close the account?* is displayed.

4. Select the **Yes** button. The LTP Account page is displayed with the status as **Close Pending** and the message *This account is now in Close Pending status. Leave the account in this status to modify the Restored Leave details later. Click the Close button to permanently close the account and restore unused leave back to the donors* displayed.



Recipient

Name	LTP Leave Limit	Event	Start Date	End Date
DOE, JOHN	1080:00	MEDICAL EMERGENCY	2018/07/06	2019/08/30

Donations

Name	Leave Type	Amount	Status	Pay Period	Approved By
DOE, ALICE	Annual Leave	6:00	Approved	2018-24: 11/25/2018 - 12/08/2018	DOE, THOMAS - DOET
DOE, BETTY	Annual Leave	8:00	Approved	2018-18: 09/02/2018 - 09/15/2018	DOE, THOMAS - DOET
DOE, DONALD	Annual Leave	4:00	Approved	2018-25: 12/09/2018 - 12/22/2018	DOE, THOMAS - DOET
DOE, ELIZABETH	Annual Leave	4:00	Approved	2018-25: 12/09/2018 - 12/22/2018	DOE, THOMAS - DOET
DOE, FRANK	Annual Leave	15:00	Approved	2018-19: 09/16/2018 - 09/29/2018	DOE, THOMAS - DOET
DOE, JANE	Annual Leave	24:00	Approved	2018-18: 09/02/2018 - 09/15/2018	DOE, THOMAS - DOET
DOE, KARL	Annual Leave	8:00	Approved	2018-18: 09/02/2018 - 09/15/2018	DOE, THOMAS - DOET
DOE, LINDA	Annual Leave	16:00	Approved	2018-19: 09/16/2018 - 09/29/2018	DOE, THOMAS - DOET
DOE, NANCY	Annual Leave	6:00	Approved	2019-04: 02/17/2019 - 03/02/2019	DOE, THOMAS - DOET
DOE, ZOE	Annual Leave	24:00	Approved	2018-18: 09/02/2018 - 09/15/2018	DOE, THOMAS - DOET
DOE JR, JOHN	Annual Leave	8:00	Approved	2018-18: 09/02/2018 - 09/15/2018	DOE, THOMAS - DOET

Deductions

Name	Leave Type	Amount	Pay Period
DOE, JOHN	VLTP Used	1:45	2018-25: 12/09/2018 - 12/22/2018
DOE, JOHN	VLTP Used	2:00	2018-23: 11/11/2018 - 11/24/2018
DOE, JOHN	VLTP Used	5:00	2018-22: 10/28/2018 - 11/10/2018
DOE, JOHN	VLTP Used	14:00	2018-19: 09/16/2018 - 09/29/2018
DOE, JOHN	VLTP Used	69:45	2018-18: 09/02/2018 - 09/15/2018

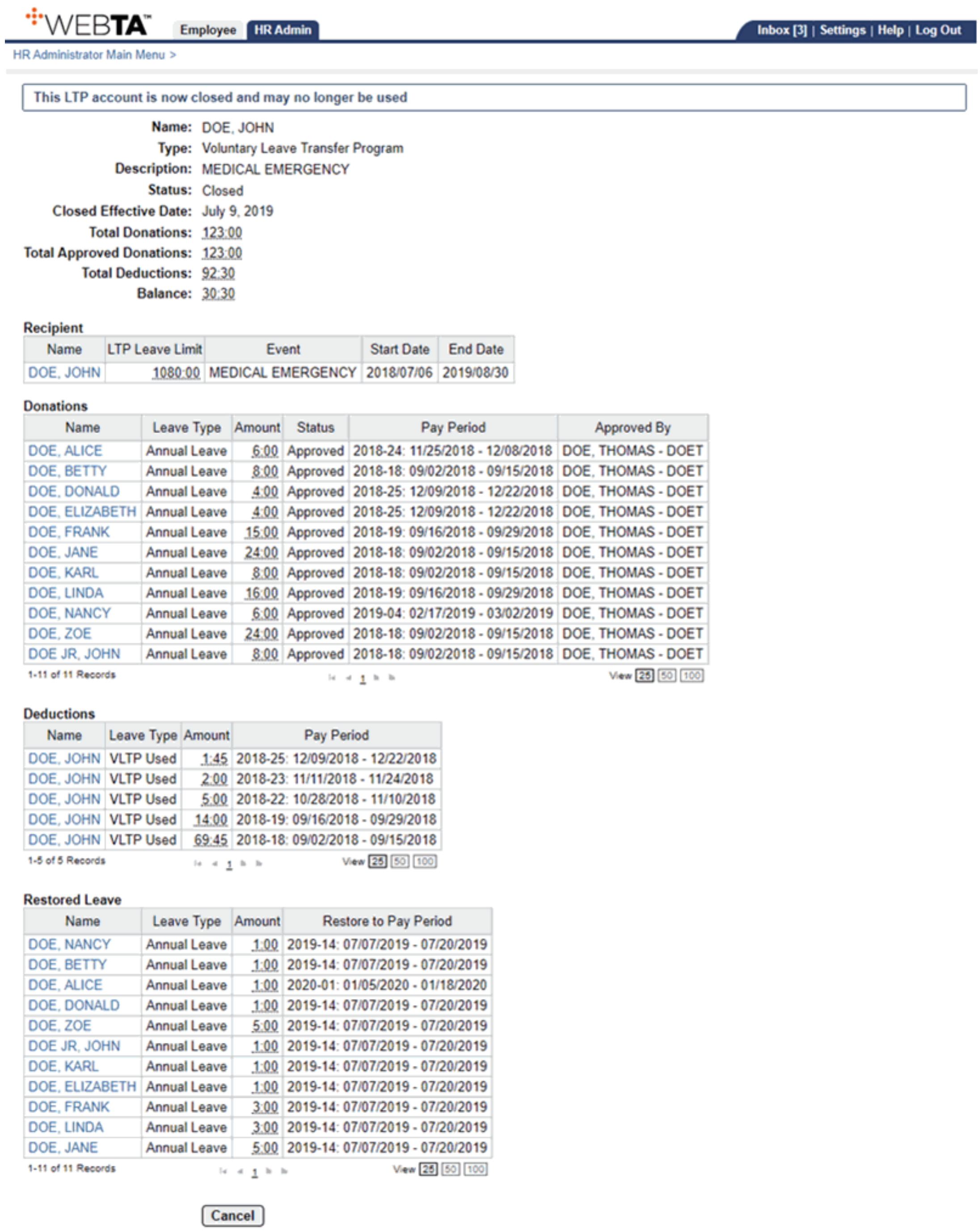
Restored Leave

Name	Leave Type	Amount	Restore to Pay Period
DOE, NANCY	Annual Leave	1:00	2019-14: 07/07/2019 - 07/20/2019
DOE, BETTY	Annual Leave	1:00	2019-14: 07/07/2019 - 07/20/2019
DOE ALICE	Annual Leave	1:00	2020-01: 01/05/2020 - 01/18/2020
DOE, DONALD	Annual Leave	1:00	2019-14: 07/07/2019 - 07/20/2019
DOE, ZOE	Annual Leave	5:00	2019-14: 07/07/2019 - 07/20/2019
DOE JR, JOHN	Annual Leave	1:00	2019-14: 07/07/2019 - 07/20/2019
DOE, KARL	Annual Leave	1:00	2019-14: 07/07/2019 - 07/20/2019
DOE, ELIZABETH	Annual Leave	1:00	2019-14: 07/07/2019 - 07/20/2019
DOE, FRANK	Annual Leave	3:00	2019-14: 07/07/2019 - 07/20/2019
DOE, LINDA	Annual Leave	3:00	2019-14: 07/07/2019 - 07/20/2019
DOE, JANE	Annual Leave	5:00	2019-14: 07/07/2019 - 07/20/2019

Figure 59: LTP Account Page - Close Pending

5. Select the **Close Account** button. The message *Are you sure you want to close the account?* is displayed.

6. Select the **`Yes`** button. The status is changed to **`Closed`**, and the message *This LTP account is closed and may no longer be used* is displayed.



WEBTA Employee HR Admin Inbox [3] | Settings | Help | Log Out

HR Administrator Main Menu >

This LTP account is now closed and may no longer be used

Name:	DOE, JOHN
Type:	Voluntary Leave Transfer Program
Description:	MEDICAL EMERGENCY
Status:	Closed
Closed Effective Date:	July 9, 2019
Total Donations:	123:00
Total Approved Donations:	123:00
Total Deductions:	92:30
Balance:	30:30

Recipient

Name	LTP Leave Limit	Event	Start Date	End Date
DOE, JOHN	1080:00	MEDICAL EMERGENCY	2018/07/06	2019/08/30

Donations

Name	Leave Type	Amount	Status	Pay Period	Approved By
DOE, ALICE	Annual Leave	6:00	Approved	2018-24: 11/25/2018 - 12/08/2018	DOE, THOMAS - DOET
DOE, BETTY	Annual Leave	8:00	Approved	2018-18: 09/02/2018 - 09/15/2018	DOE, THOMAS - DOET
DOE, DONALD	Annual Leave	4:00	Approved	2018-25: 12/09/2018 - 12/22/2018	DOE, THOMAS - DOET
DOE, ELIZABETH	Annual Leave	4:00	Approved	2018-25: 12/09/2018 - 12/22/2018	DOE, THOMAS - DOET
DOE, FRANK	Annual Leave	15:00	Approved	2018-19: 09/16/2018 - 09/29/2018	DOE, THOMAS - DOET
DOE, JANE	Annual Leave	24:00	Approved	2018-18: 09/02/2018 - 09/15/2018	DOE, THOMAS - DOET
DOE, KARL	Annual Leave	8:00	Approved	2018-18: 09/02/2018 - 09/15/2018	DOE, THOMAS - DOET
DOE, LINDA	Annual Leave	16:00	Approved	2018-19: 09/16/2018 - 09/29/2018	DOE, THOMAS - DOET
DOE, NANCY	Annual Leave	6:00	Approved	2019-04: 02/17/2019 - 03/02/2019	DOE, THOMAS - DOET
DOE, ZOE	Annual Leave	24:00	Approved	2018-18: 09/02/2018 - 09/15/2018	DOE, THOMAS - DOET
DOE JR, JOHN	Annual Leave	8:00	Approved	2018-18: 09/02/2018 - 09/15/2018	DOE, THOMAS - DOET

1-11 of 11 Records 1 View 25 50 100

Deductions

Name	Leave Type	Amount	Pay Period
DOE, JOHN	VLTP Used	1:45	2018-25: 12/09/2018 - 12/22/2018
DOE, JOHN	VLTP Used	2:00	2018-23: 11/11/2018 - 11/24/2018
DOE, JOHN	VLTP Used	5:00	2018-22: 10/28/2018 - 11/10/2018
DOE, JOHN	VLTP Used	14:00	2018-19: 09/16/2018 - 09/29/2018
DOE, JOHN	VLTP Used	69:45	2018-18: 09/02/2018 - 09/15/2018

1-5 of 5 Records 1 View 25 50 100

Restored Leave

Name	Leave Type	Amount	Restore to Pay Period
DOE, NANCY	Annual Leave	1:00	2019-14: 07/07/2019 - 07/20/2019
DOE, BETTY	Annual Leave	1:00	2019-14: 07/07/2019 - 07/20/2019
DOE, ALICE	Annual Leave	1:00	2020-01: 01/05/2020 - 01/18/2020
DOE, DONALD	Annual Leave	1:00	2019-14: 07/07/2019 - 07/20/2019
DOE, ZOE	Annual Leave	5:00	2019-14: 07/07/2019 - 07/20/2019
DOE JR, JOHN	Annual Leave	1:00	2019-14: 07/07/2019 - 07/20/2019
DOE, KARL	Annual Leave	1:00	2019-14: 07/07/2019 - 07/20/2019
DOE, ELIZABETH	Annual Leave	1:00	2019-14: 07/07/2019 - 07/20/2019
DOE, FRANK	Annual Leave	3:00	2019-14: 07/07/2019 - 07/20/2019
DOE, LINDA	Annual Leave	3:00	2019-14: 07/07/2019 - 07/20/2019
DOE, JANE	Annual Leave	5:00	2019-14: 07/07/2019 - 07/20/2019

1-11 of 11 Records 1 View 25 50 100

Cancel

Figure 60: LTP Account Page - Closed Account

At this point, the following options are available:

Step	Description

Step	Description
Select the **Cancel** button	Returns you to the LTP Management page.
Select the ***HR Admin*** tab	Returns you to the HR Administrator Main Menu page.
Select ***Log Out***	Logs you out of webTA.

Deleting a Leave Recipient Account

Leave recipient accounts that have been set up in error may be deleted, provided there has been no activity in the account. Deleting a leave recipient account completely removes the account. You may close the account before deleting but are not required to. The account may be deleted directly from the LTP Management page.

To Delete a Leave Recipient Account:

1. Select the ***LTP Management*** link from the Leave Transfer Program section on the HR Administrator Main Menu page. The LTP Management page is displayed.

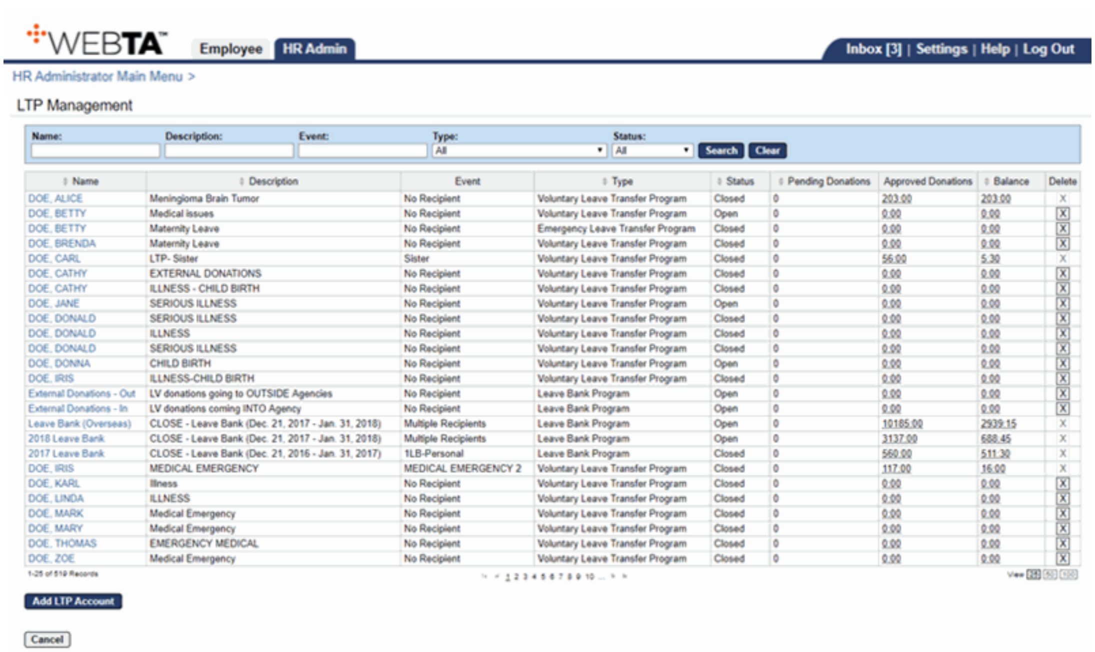


Figure 61: LTP Management Page

2. Select the ***Delete*** link next to the applicable leave account. A popup appears to confirm the deletion.

3. Select the **OK** button. The message that the LTP Account was successfully deleted is displayed and the account is removed from the LTP Management page.

At this point, the following options are available:

Step	Description
Select the **Cancel** button	Returns you to the LTP Management page.
Select the ***HR Admin*** tab	Returns you to the HR Administrator Main Menu page.
Select ***Log Out***	Logs you out of webTA.

Voluntary Leave Bank Program (VLBP)

The VLBP allows for the establishment of leave banks to assist employees who are experiencing a personal or family medical emergency and have exhausted his or her available paid leave. Under VLBP, the employee must be a member of the leave bank and must make a written request to the leave bank board. If the employee is not capable of making the request, a personal representative may make the application on behalf of the employee. Employees may contribute unused accrued annual leave to the leave bank. After the medical emergency, any unused donated annual leave is returned to the leave bank.

Note: An Agency is not required to establish a leave bank program.

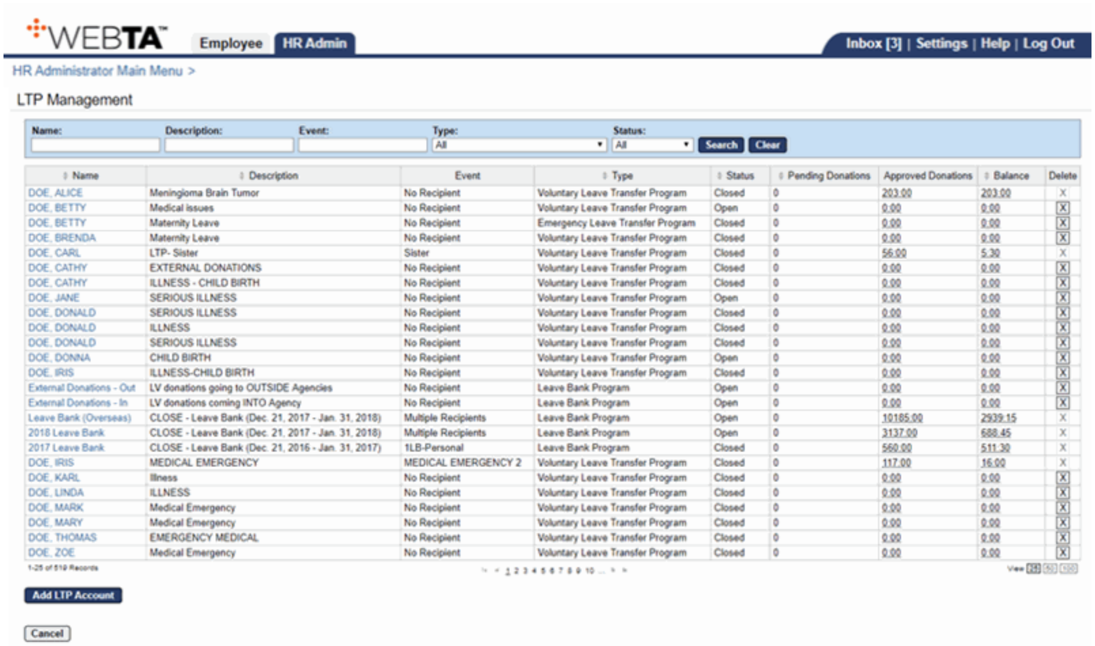
For more information see:

Establishing a Leave Bank

HR Administrators establish VLBP accounts from the LTP Management page.

To Establish a Leave Bank:

1. Select the LTP Management link from the Leave Transfer Program section on the HR Administrator Main Menu page. The LTP Management page is displayed.



Name	Description	Event	Type	Status	Pending Donations	Approved Donations	Balance	Delete
DOE, ALICE	Meningioma Brain Tumor	No Recipient	Voluntary Leave Transfer Program	Closed	0	203.00	203.00	X
DOE, BETTY	Medical issues	No Recipient	Voluntary Leave Transfer Program	Open	0	0.00	0.00	X
DOE, BETTY	Maternity Leave	No Recipient	Emergency Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, BRENDA	Maternity Leave	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, CARL	LTP- Sister	Sister	Voluntary Leave Transfer Program	Closed	0	56.00	5.30	X
DOE, CATHY	EXTERNAL DONATIONS	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, CATHY	ILLNESS - CHILD BIRTH	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, JANE	SERIOUS ILLNESS	No Recipient	Voluntary Leave Transfer Program	Open	0	0.00	0.00	X
DOE, DONALD	SERIOUS ILLNESS	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, DONALD	ILLNESS	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, DONALD	SERIOUS ILLNESS	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, DONNA	CHILD BIRTH	No Recipient	Voluntary Leave Transfer Program	Open	0	0.00	0.00	X
DOE, IRIS	ILLNESS-CHILD BIRTH	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
External Donations - Out	LV donations going to OUTSIDE Agencies	No Recipient	Leave Bank Program	Open	0	0.00	0.00	X
External Donations - In	LV donations coming INTO Agency	No Recipient	Leave Bank Program	Open	0	0.00	0.00	X
Leave Bank (Overseas)	CLOSE - Leave Bank (Dec. 21, 2017 - Jan. 31, 2018)	Multiple Recipients	Leave Bank Program	Open	0	10185.00	2939.15	X
2018 Leave Bank	CLOSE - Leave Bank (Dec. 21, 2017 - Jan. 31, 2018)	Multiple Recipients	Leave Bank Program	Open	0	3137.00	688.45	X
2017 Leave Bank	CLOSE - Leave Bank (Dec. 21, 2016 - Jan. 31, 2017)	1LB-Personal	Leave Bank Program	Closed	0	560.00	511.30	X
DOE, IRIS	MEDICAL EMERGENCY	MEDICAL EMERGENCY 2	Voluntary Leave Transfer Program	Closed	0	117.00	16.00	X
DOE, KARL	Illness	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, LINDA	ILLNESS	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, MARK	Medical Emergency	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, MARY	Medical Emergency	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, THOMAS	EMERGENCY MEDICAL	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, ZOE	Medical Emergency	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X

Figure 62: LTP Management Page

2. Select the **Add LTP Account** button. The Add LTP Account page is displayed.

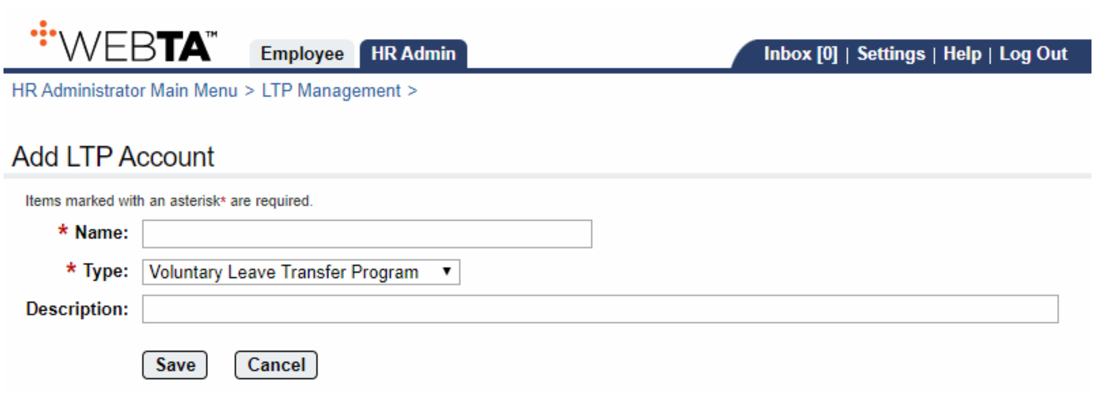


Figure 63: Add LTP Account Page

3. Enter the leave bank name. This is a required field.

4. Select ***Leave Bank Program*** from the drop-down list.

5. Enter a description or additional information regarding the VLBP account.

6. Select the **Save** button. The Edit LTP Account page is displayed with a message that the account was saved.

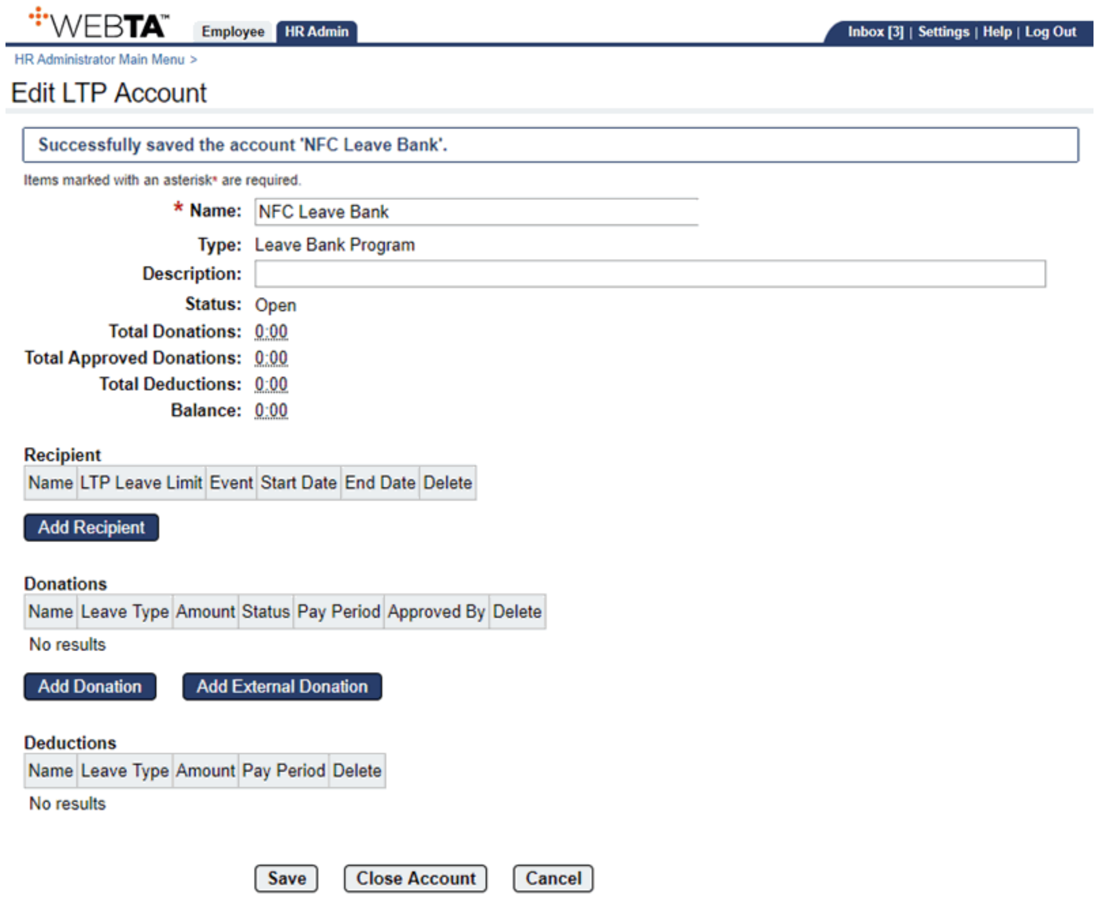


Figure 64: Edit LTP Account Page - Adding Leave Bank

At this point, the following options are available:

Step	Description
Select the **Save** button	Saves any changes you may have made. You remain on the Edit LTP account page. The message *Successfully saved the account* is displayed.
Select the **Close Account** button	Closes the account. For more information, see ***Closing a Leave Recipient Account and Returning Unused Leave Donations*** (on page 90).
Select the **Cancel** button	Returns you to the LTP Management page.
Select the ***HR Admin*** tab	Returns you to the HR Administrator Main Menu page.
Select ***Log Out***	Logs you out of webTA.

Adding Leave Donations to a VLBP Account on Behalf of Employees

Donations to a leave bank can either be entered by the donating employees through the Leave Transfer Program section on the Employee Main Menu page, or they may be entered by an HR Administrator from the LTP Management page.

To Add a Donation to a Leave Bank:

1. Select the ***LTP Management*** link from the Leave Transfer Program section on the HR Administrator Main Menu page. The LTP Management page is displayed.

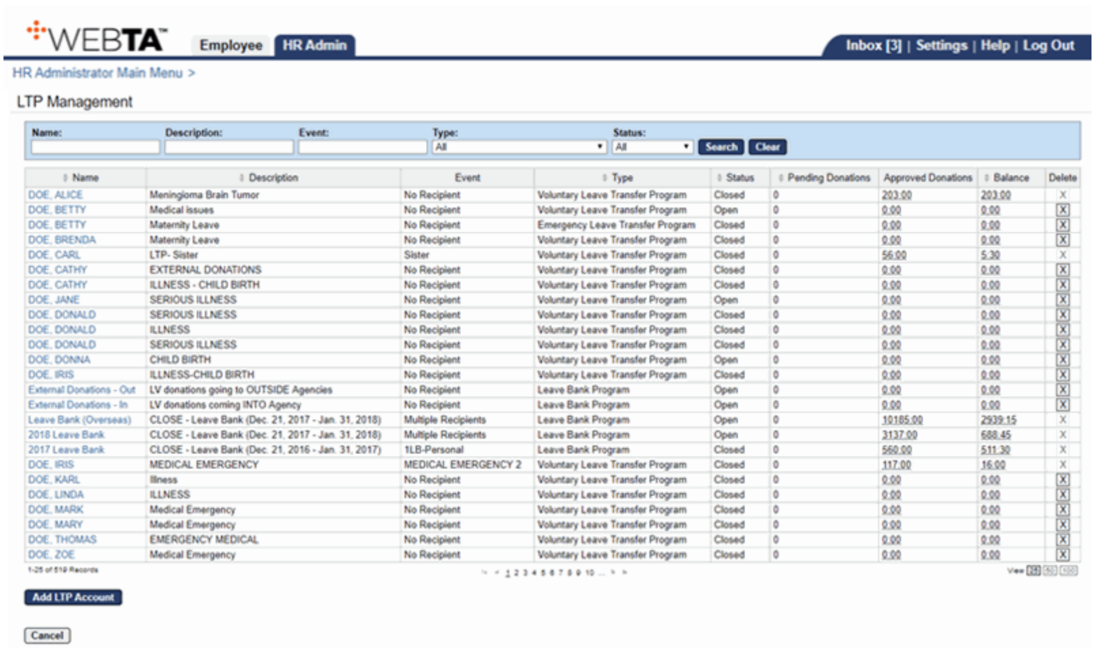


Figure 65: LTP Management Page

2. Select the applicable leave bank.

   OR

   Enter the leave bank name in the Name field and select the **Search** button.

The Edit LTP Account page is displayed.

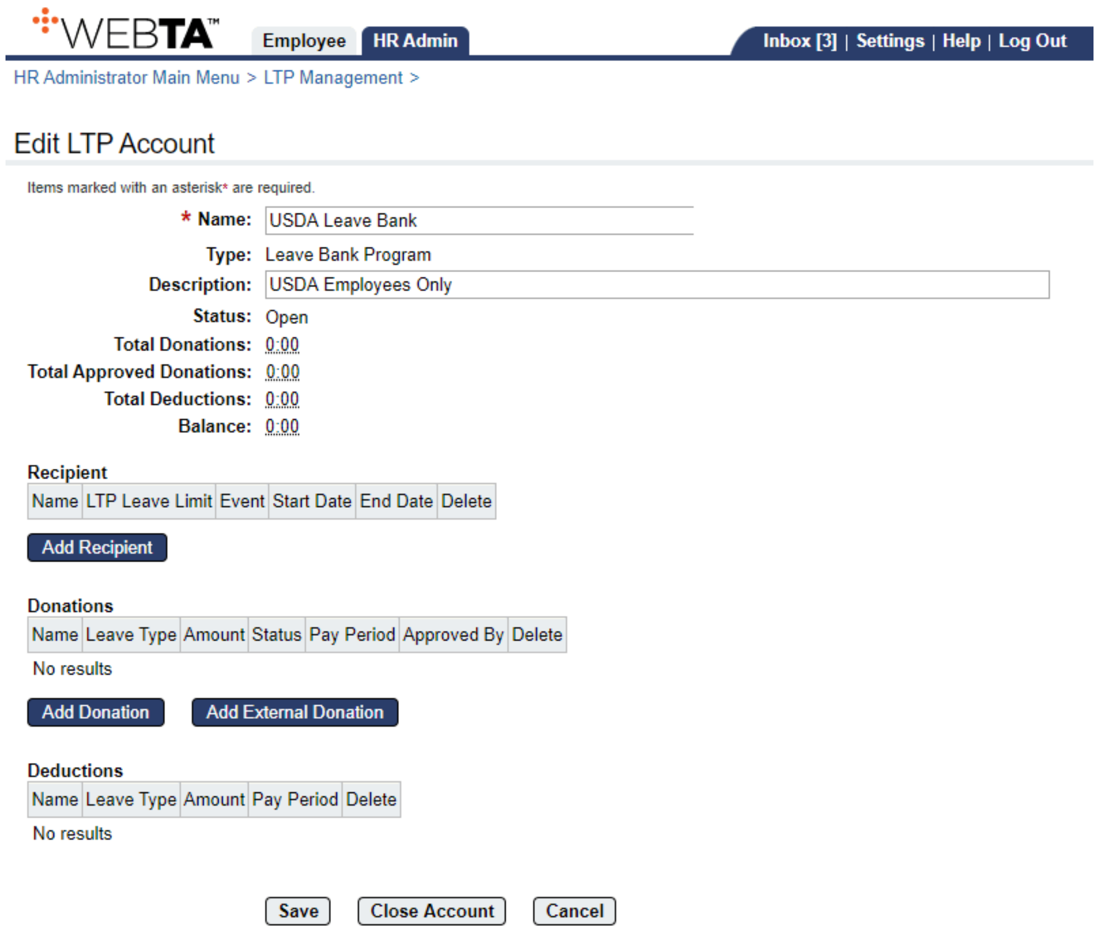


Figure 66: Edit LTP Acount Page - Leave Bank

3. Select the **Add Donation** button. The Select Donor page is displayed.

Note: For external donations, select the **Add External Donation** button.

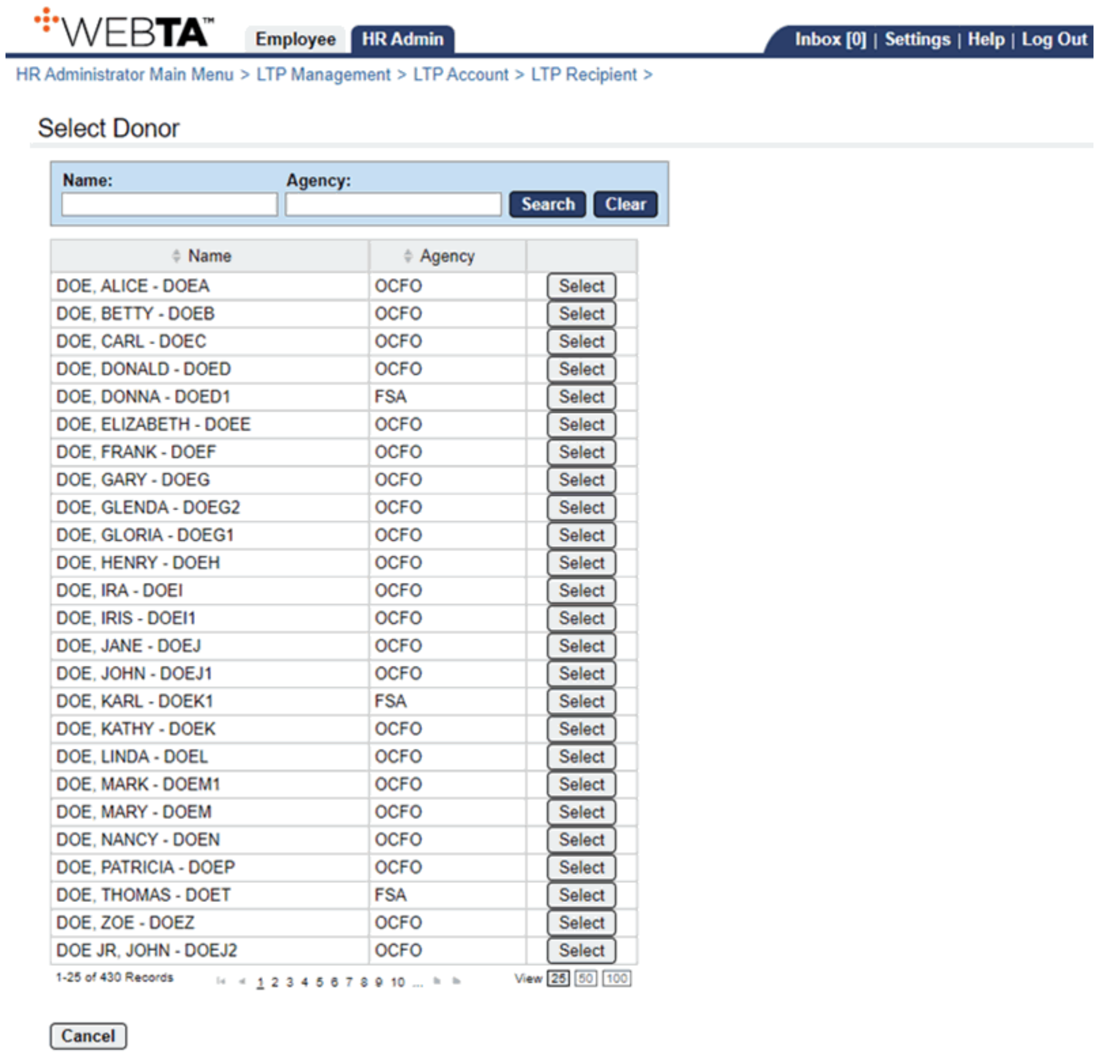


Figure 67: Select Donor Page

4. Select the applicable employee.

OR

Enter the employee's name and select the **Search** button.

The Add Donation page is displayed with the donor's name and position information listed.

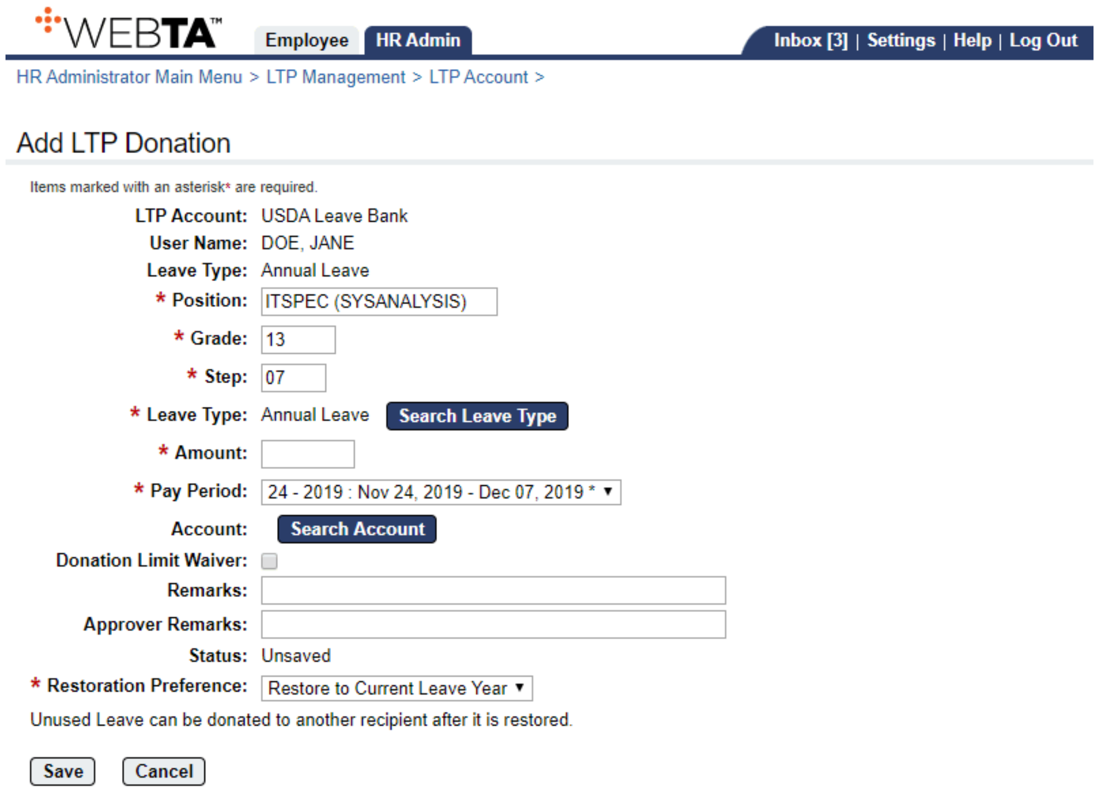


Figure 68: Add LTP Donation Page - Leave Bank

5. Complete or edit the following fields:

Leave Type (see "***Leave Type Field Instruction - LTP Donation (Required)***" on page 229)

Amount (see "***Amount Field Instruction - LTP Donation (Required)***" on page 223)

Pay Period (see "***Pay Period Field Instruction - LTP Donation (Required)***" on page 232)

Account (see "***Account Field Instruction***" on page 222)

Donation Limit Waiver (see "***Donation Limit Waiver Field Instruction***" on page 224)

Remarks (see "***Remarks Field Instruction***" on page 233)

Restoration Preference (see "***Restoration Preference Field Instruction (Required)***" on page 233)

6. Select the **Save** button. The Edit LTP Donation page with the message *Donation saved* is displayed.

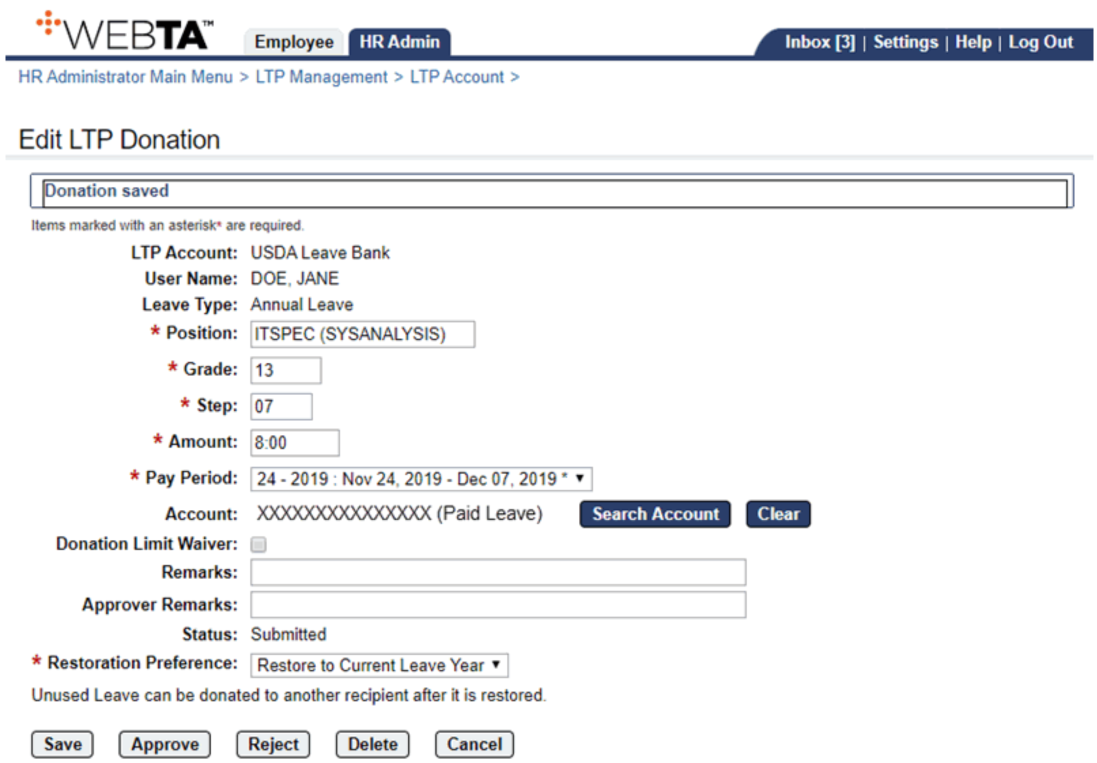


Figure 69: Edit LTP Account Page - Adding Donations to a Leave Bank

At this point, the following options are available:

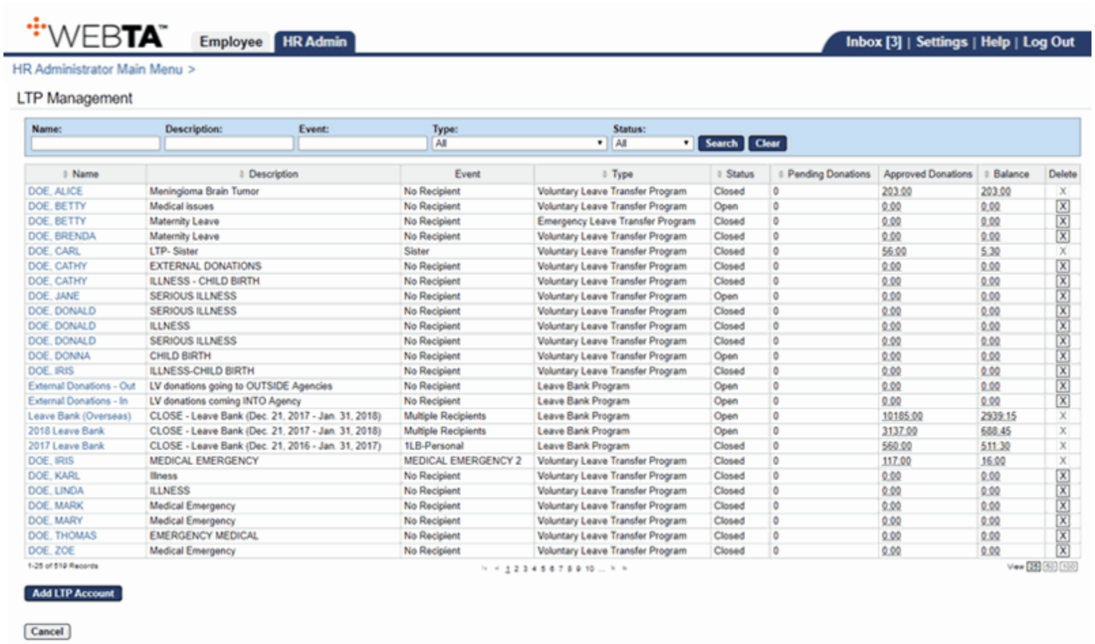
Step	Description
Select the **Save** button	Saves the LTP donation. You remain on the page and the message *Donation saved* is displayed.
Select the **Approve** button	Approves the LTP donation. You remain on the page and the message *Donation approved* and the **Revert to Pending** button are displayed.
Select the **Reject** button	Rejects the LTP donation. You remain on the page and the message *Donation rejected* and the **Revert to Pending** button are displayed.
Select the **Delete** button	Deletes the LTP donation and returns you to the Edit LTP Donation page. The message *Donation deleted* is displayed.
Select the **Cancel** button	Returns you to the Edit LTP Account page.
Select the ***HR Admin*** tab	Returns you to the HR Administrator Main Menu page.
Select ***Log Out***	Logs you out of webTA.

Approving Donations to a Leave Bank

HR Administrators must approve leave donations from employees before they can be credited to a leave recipient's account.

To Approve Leave Bank Donations:

1. Select the ***LTP Management*** link from the Leave Transfer Program section on the HR Administrator Main Menu page. The LTP Management page is displayed.



Name	Description	Event	Type	Status	Pending Donations	Approved Donations	Balance	Delete
DOE, ALICE	Meningioma Brain Tumor	No Recipient	Voluntary Leave Transfer Program	Closed	0	203.00	203.00	X
DOE, BETTY	Medical issues	No Recipient	Voluntary Leave Transfer Program	Open	0	0.00	0.00	X
DOE, BETTY	Maternity Leave	No Recipient	Emergency Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, BRENDA	Maternity Leave	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, CARL	LTP- Sister	Sister	Voluntary Leave Transfer Program	Closed	0	56.00	5.30	X
DOE, CATHY	EXTERNAL DONATIONS	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, CATHY	ILLNESS - CHILD BIRTH	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, JANE	SERIOUS ILLNESS	No Recipient	Voluntary Leave Transfer Program	Open	0	0.00	0.00	X
DOE, DONALD	SERIOUS ILLNESS	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, DONALD	ILLNESS	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, DONALD	SERIOUS ILLNESS	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, DONNA	CHILD BIRTH	No Recipient	Voluntary Leave Transfer Program	Open	0	0.00	0.00	X
DOE, IRIS	ILLNESS-CHILD BIRTH	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
External Donations - Out	LV donations going to OUTSIDE Agencies	No Recipient	Leave Bank Program	Open	0	0.00	0.00	X
External Donations - In	LV donations coming INTO Agency	No Recipient	Leave Bank Program	Open	0	0.00	0.00	X
Leave Bank (Overseas)	CLOSE - Leave Bank (Dec. 21, 2017 - Jan. 31, 2018)	Multiple Recipients	Leave Bank Program	Open	0	10185.00	2939.15	X
2018 Leave Bank	CLOSE - Leave Bank (Dec. 21, 2017 - Jan. 31, 2018)	Multiple Recipients	Leave Bank Program	Open	0	3137.00	688.45	X
2017 Leave Bank	CLOSE - Leave Bank (Dec. 21, 2016 - Jan. 31, 2017)	1LB-Personal	Leave Bank Program	Closed	0	560.00	511.30	X
DOE, IRIS	MEDICAL EMERGENCY	MEDICAL EMERGENCY 2	Voluntary Leave Transfer Program	Closed	0	117.00	16.00	X
DOE, KARL	Illness	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, LINDA	ILLNESS	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, MARK	Medical Emergency	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, MARY	Medical Emergency	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, THOMAS	EMERGENCY MEDICAL	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X
DOE, ZOE	Medical Emergency	No Recipient	Voluntary Leave Transfer Program	Closed	0	0.00	0.00	X

Figure 70: LTP Management Page

2. Select the name link of the LTP account to view the pending donations.

   OR

   Enter the leave bank name and select the **Search** button.

The Edit LTP Account page is displayed.

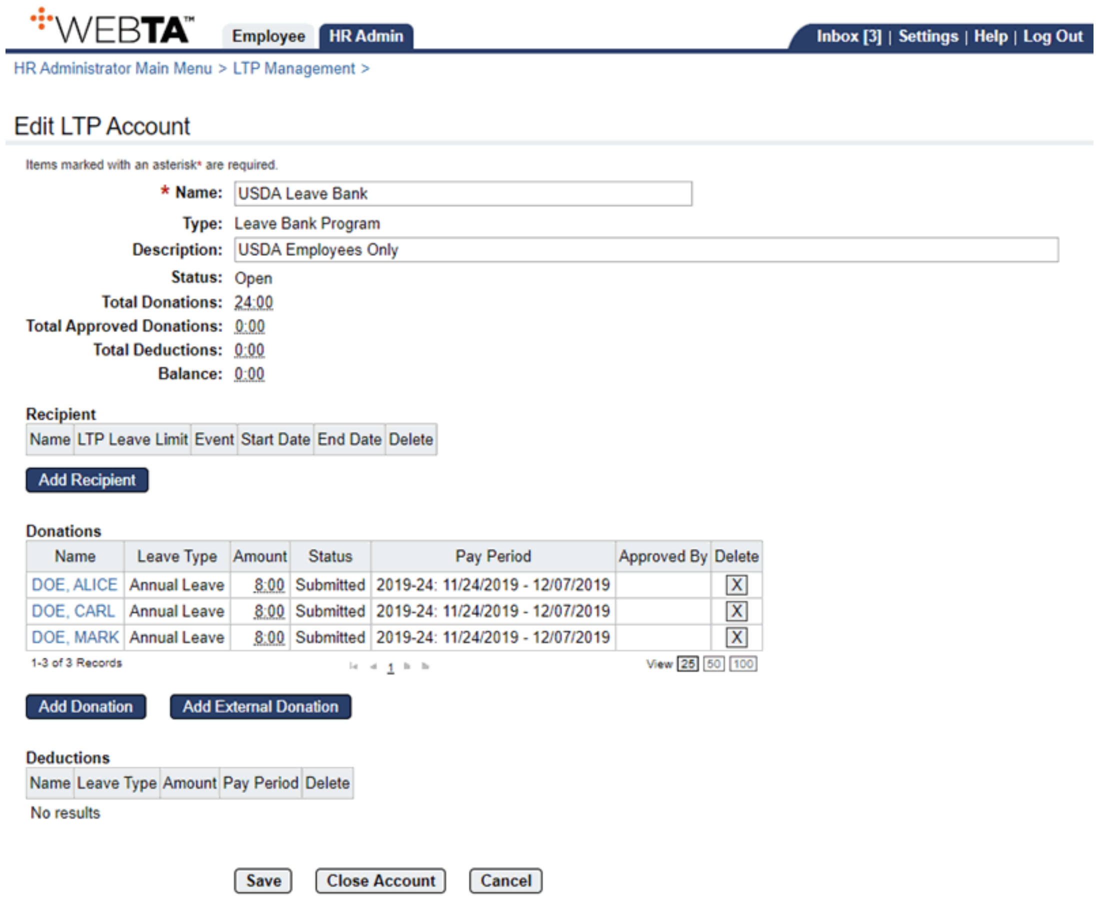


Figure 71: Edit LTP Account Page - Approving Leave Bank Donations

3. Select the name link of the donation to approve. The Edit LTP Donation page is displayed.

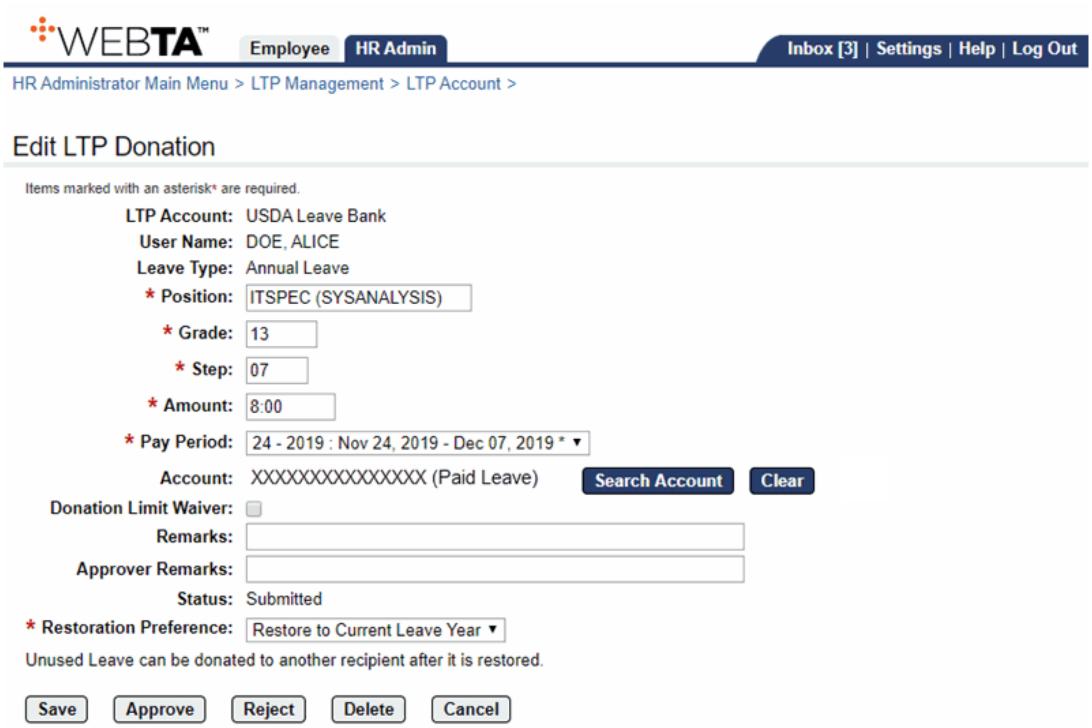


Figure 72: Edit LTP Donation Page - Approving Leave Bank Donations

4. Enter any applicable remarks in the Approver Remarks field.

Note: The Restoration Preference defaults to ***Restore to Current Leave Year***. If preferred, select ***Restore to Next Leave Year*** from the drop-down list.

---

5. Select the **Approve** button. The LTP Donation page is displayed.

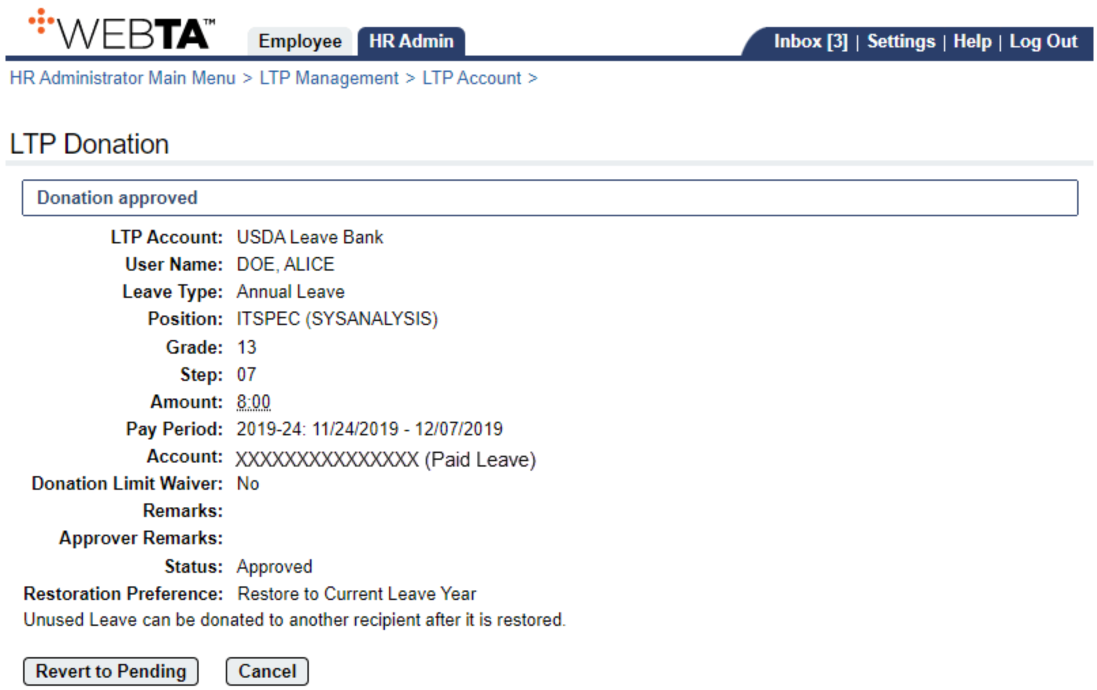


Figure 73: LTP Donation Page - VLBP Donation Approved

At this point, the following options are available:

Step	Description
Select the **Cancel** button	Returns you to the Edit LTP Donation page.
Select the **Revert to Pending** button	Returns the donation to **`Pending`** status.
Select the ***HR Admin*** tab	Returns you to the HR Administrator Main Menu page.
Select ***Log Out***	Logs you out of webTA.

Adding Recipients to a Leave Bank

To receive donations from a leave bank, the recipient must be a member of the leave bank and must make a written request to the leave bank board. If the employee is not capable of making the request, a personal representative may make the application on behalf of the employee. After the medical emergency, any unused leave is returned to the leave bank.

To Add a Recipient to a Leave Bank:

1. Select the ***LTP Management*** link from the Leave Transfer Program section on the HR Administrator Main Menu page. The LTP Management page is displayed.

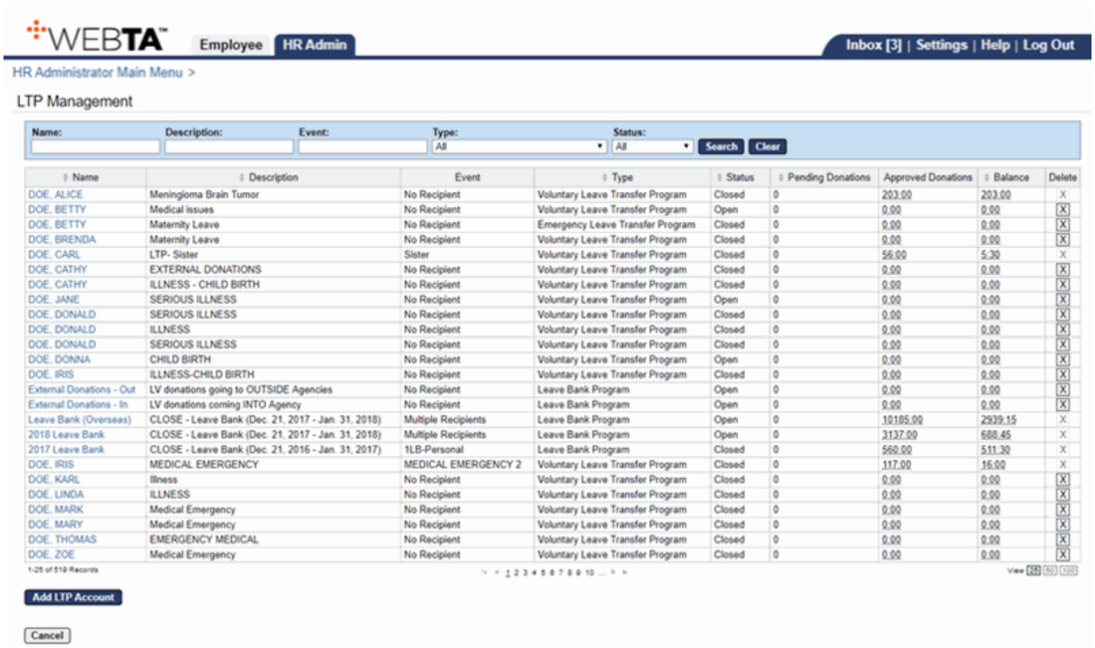


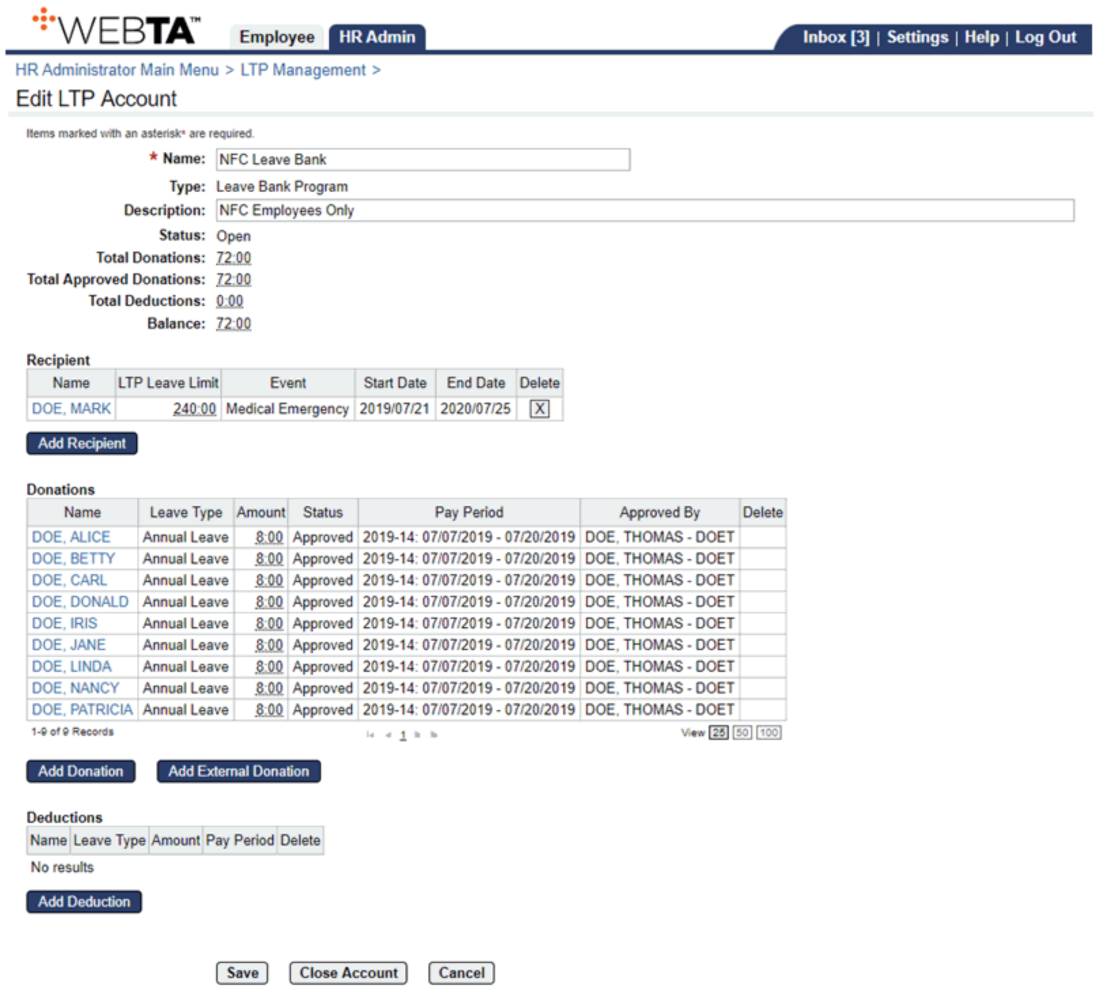
Figure 74: LTP Management Page

2. Select the applicable leave bank.

   OR

   Enter the leave bank name in the Name field and select the **Search** button.

The Edit LTP Account page for the leave bank is displayed.



WEBTA™ Employee | HR Admin | Inbox [3] | Settings | Help | Log Out

HR Administrator Main Menu > LTP Management >

Edit LTP Account

Items marked with an asterisk* are required.

* Name: NFC Leave Bank

Type: Leave Bank Program

Description: NFC Employees Only

Status: Open

Total Donations: 72:00

Total Approved Donations: 72:00

Total Deductions: 0:00

Balance: 72:00

Recipient

Name	LTP Leave Limit	Event	Start Date	End Date	Delete
DOE, MARK	240:00	Medical Emergency	2019/07/21	2020/07/25	X

Add Recipient

Donations

Name	Leave Type	Amount	Status	Pay Period	Approved By	Delete
DOE, ALICE	Annual Leave	8:00	Approved	2019-14: 07/07/2019 - 07/20/2019	DOE, THOMAS - DOET	
DOE, BETTY	Annual Leave	8:00	Approved	2019-14: 07/07/2019 - 07/20/2019	DOE, THOMAS - DOET	
DOE, CARL	Annual Leave	8:00	Approved	2019-14: 07/07/2019 - 07/20/2019	DOE, THOMAS - DOET	
DOE, DONALD	Annual Leave	8:00	Approved	2019-14: 07/07/2019 - 07/20/2019	DOE, THOMAS - DOET	
DOE, IRIS	Annual Leave	8:00	Approved	2019-14: 07/07/2019 - 07/20/2019	DOE, THOMAS - DOET	
DOE, JANE	Annual Leave	8:00	Approved	2019-14: 07/07/2019 - 07/20/2019	DOE, THOMAS - DOET	
DOE, LINDA	Annual Leave	8:00	Approved	2019-14: 07/07/2019 - 07/20/2019	DOE, THOMAS - DOET	
DOE, NANCY	Annual Leave	8:00	Approved	2019-14: 07/07/2019 - 07/20/2019	DOE, THOMAS - DOET	
DOE, PATRICIA	Annual Leave	8:00	Approved	2019-14: 07/07/2019 - 07/20/2019	DOE, THOMAS - DOET	

1-9 of 9 Records 1 View 25 50 100

Add Donation | Add External Donation

Deductions

Name	Leave Type	Amount	Pay Period	Delete

No results

Add Deduction

Save | Close Account | Cancel

Figure 75: Edit LTP Account Page - Adding Recipient to Leave Bank

3. Select the **Add Recipient** button. The Select Recipient page is displayed.

Figure 76: Select Recipient Page - Leave Bank

4. Select the applicable employee.

OR

Enter the employee's name and select the **Search** button.

The LTP Recipient page is displayed with the recipient and position data listed.

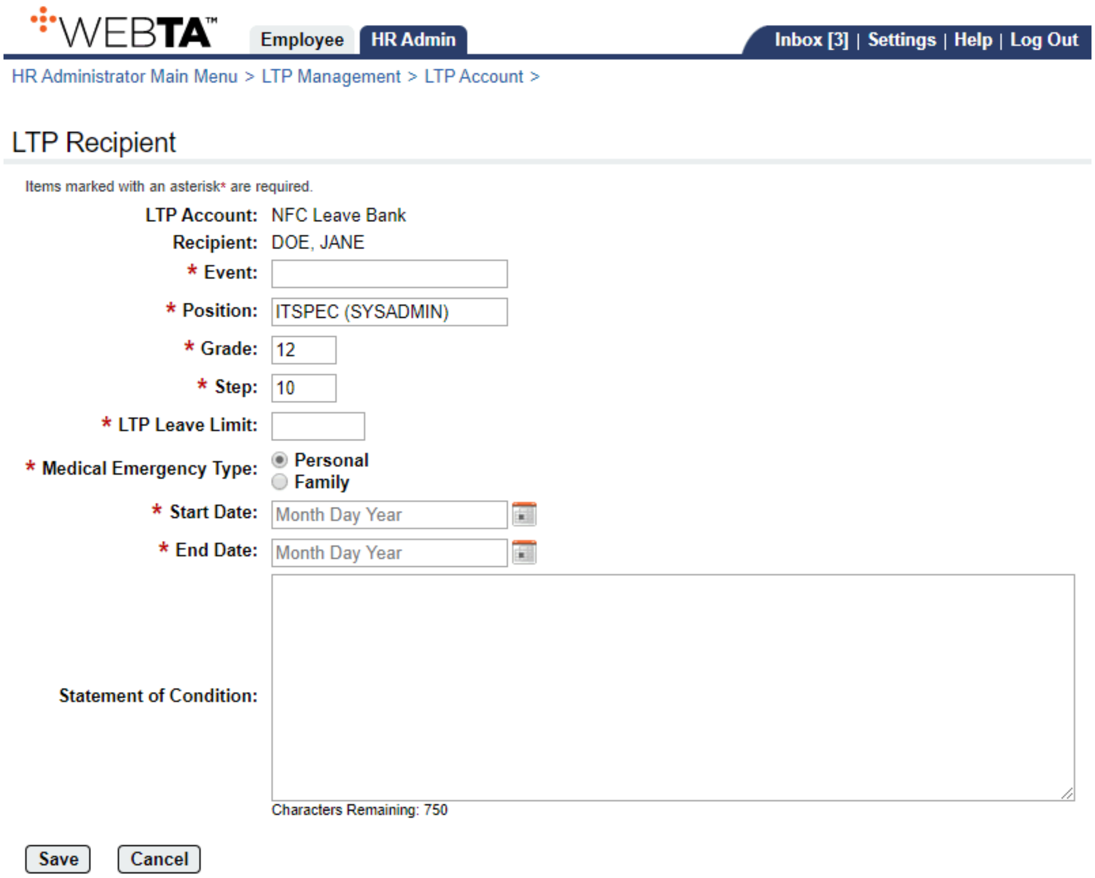


Figure 77: LTP Recipient Page - Adding Recipient to a Leave Bank

5. Complete the following fields:

   Event (see "***Event Field Instruction (Required)***" on page 226)

   LTP Leave Limit (see "***LTP Leave Limit Field Instruction (Required)***" on page 229)

   Medical Emergency Type (see "***Medical Emergency Type Field Instruction (Required)***" on page 229)

   Start Date (see "***Start Date Field Instruction - LTP (Required)***" on page 235)

   End Date (see "***End Date Field Instruction - LTP (Required)***" on page 225)

   Statement of Condition (see "***Statement of Condition Field Instruction***" on page 236)

Note: The Position, Grade, and Step fields are populated when the recipient is selected.

6. Select the **Save** button. The message *Recipient saved* is displayed.

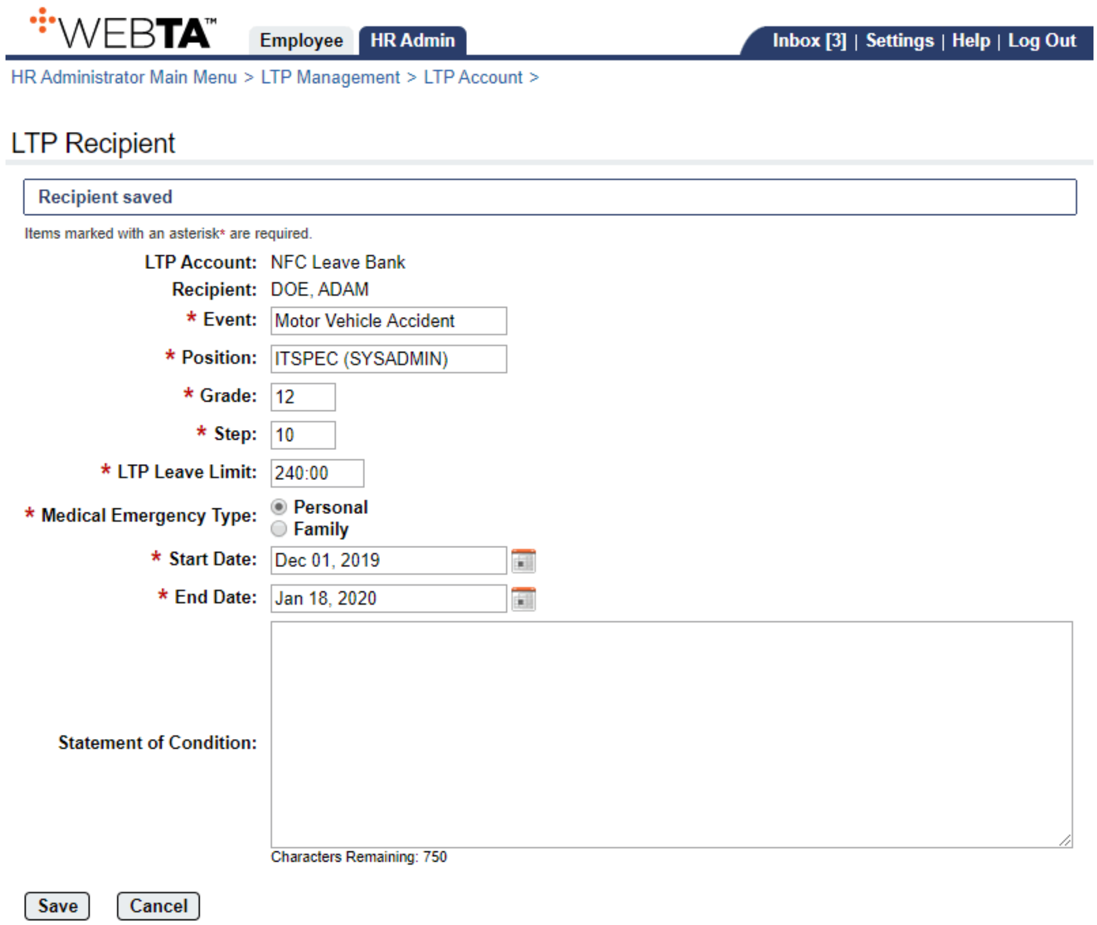


Figure 78: LTP Recipient Page - Recipient Added

At this point, the following options are available:

Step	Description
Select the **Save** button	Saves any changes you may have made. You remain on the LTP Recipient's page. The message *Recipient saved* is displayed.
Select the **Cancel** button.	Returns you to the Edit LTP Account page.
Select the ***HR Admin*** tab	Returns you to the HR Administrator Main Menu page.
Select ***Log Out***	Logs you out of webTA.

Emergency Leave Transfer Program (ELTP)

In the event of a major disaster or emergency as declared by the President that results in severe adverse effects for a substantial number of employees, the President may direct OPM to establish an ELTP leave bank.

In certain situations, OPM may also delegate an Agency to establish an ELTP leave bank. For information on establishing a leave bank, see ***Voluntary Leave Bank Program (VLBP)*** (on page 95).

Reports

HR Administrators may run several reports.The Reports page lists reports that are available, and the My Saved and Scheduled Reports page displays a list of reports that have been scheduled for background execution.

Many reports may be run for a range of pay periods. For these reports, a maximum of 26 pay periods is allowed.

The default output display for most webTA reports is HTML displayed in the browser. However, some reports may be run in alternate formats.

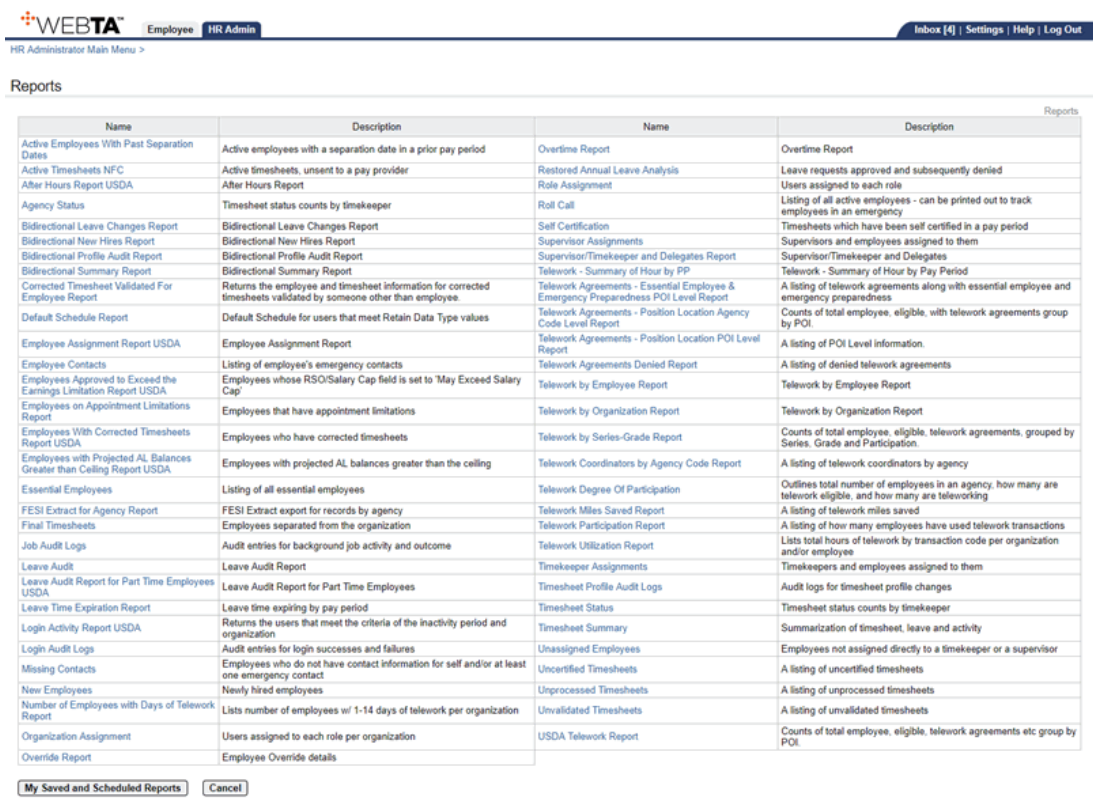
The following file formats are available:

- Portable document format (PDF)
- Excel (Spreadsheet)
- Hypertext markup language (HTML)
- Comma separated values (CSV)

For a description of each report, select the report name link and then select ***Help***.

To Save a Report in PDF:

1. Select the ***Reports*** link from the HR Administrator Main Menu page. The Reports page is displayed.



Name	Description	Name	Description
Active Employees With Past Separation Dates	Active employees with a separation date in a prior pay period	Overtime Report	Overtime Report
Active Timesheets NFC	Active timesheets, unsent to a pay provider	Restored Annual Leave Analysis	Leave requests approved and subsequently denied
After Hours Report USDA	After Hours Report	Role Assignment	Users assigned to each role
Agency Status	Timesheet status counts by timekeeper	Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report	Self Certification	Timesheets which have been self certified in a pay period
Bidirectional New Hires Report	Bidirectional New Hires Report	Supervisor Assignments	Supervisors and employees assigned to them
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report	Supervisor/Timekeeper and Delegates Report	Supervisor/Timekeeper and Delegates
Bidirectional Summary Report	Bidirectional Summary Report	Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.	Telework Agreements - Essential Employee & Emergency Preparedness POI Level Report	A listing of telework agreements along with essential employee and emergency preparedness
Default Schedule Report	Default Schedule for users that meet Retain Data Type values	Telework Agreements - Position Location Agency Code Level Report	Counts of total employee, eligible, with telework agreements group by POI.
Employee Assignment Report USDA	Employee Assignment Report	Telework Agreements - Position Location POI Level Report	A listing of POI Level information.
Employee Contacts	Listing of employee's emergency contacts	Telework Agreements Denied Report	A listing of denied telework agreements
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'	Telework by Employee Report	Telework by Employee Report
Employees on Appointment Limitations Report	Employees that have appointment limitations	Telework by Organization Report	Telework by Organization Report
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets	Telework by Series-Grade Report	Counts of total employee, eligible, telework agreements, grouped by Series, Grade and Participation.
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling	Telework Coordinators by Agency Code Report	A listing of telework coordinators by agency
Essential Employees	Listing of all essential employees	Telework Degree Of Participation	Outlines total number of employees in an agency, how many are telework eligible, and how many are teleworking
FESI Extract for Agency Report	FESI Extract export for records by agency	Telework Miles Saved Report	A listing of telework miles saved
Final Timesheets	Employees separated from the organization	Telework Participation Report	A listing of how many employees have used telework transactions
Job Audit Logs	Audit entries for background job activity and outcome	Telework Utilization Report	Lists total hours of telework by transaction code per organization and/or employee
Leave Audit	Leave Audit Report	Timekeeper Assignments	Timekeepers and employees assigned to them
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees	Timesheet Profile Audit Logs	Audit logs for timesheet profile changes
Leave Time Expiration Report	Leave time expiring by pay period	Timesheet Status	Timesheet status counts by timekeeper
Login Activity Report USDA	Returns the users that meet the criteria of the inactivity period and organization	Timesheet Summary	Summarization of timesheet, leave and activity
Login Audit Logs	Audit entries for login successes and failures	Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact	Uncertified Timesheets	A listing of uncertified timesheets
New Employees	Newly hired employees	Unprocessed Timesheets	A listing of unprocessed timesheets
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization	Unvalidated Timesheets	A listing of unvalidated timesheets
Organization Assignment	Users assigned to each role per organization	USDA Telework Report	Counts of total employee, eligible, telework agreements etc group by POI.
Override Report	Employee Override details		

Figure 79: Reports Page

2. Select the applicable report to be saved. The applicable report parameters page is displayed.

3. Complete the report parameters page.

4. Select the ***PDF*** link. A popup appears asking whether to open or save the report.

Figure 80: Save Report as a PDF popup

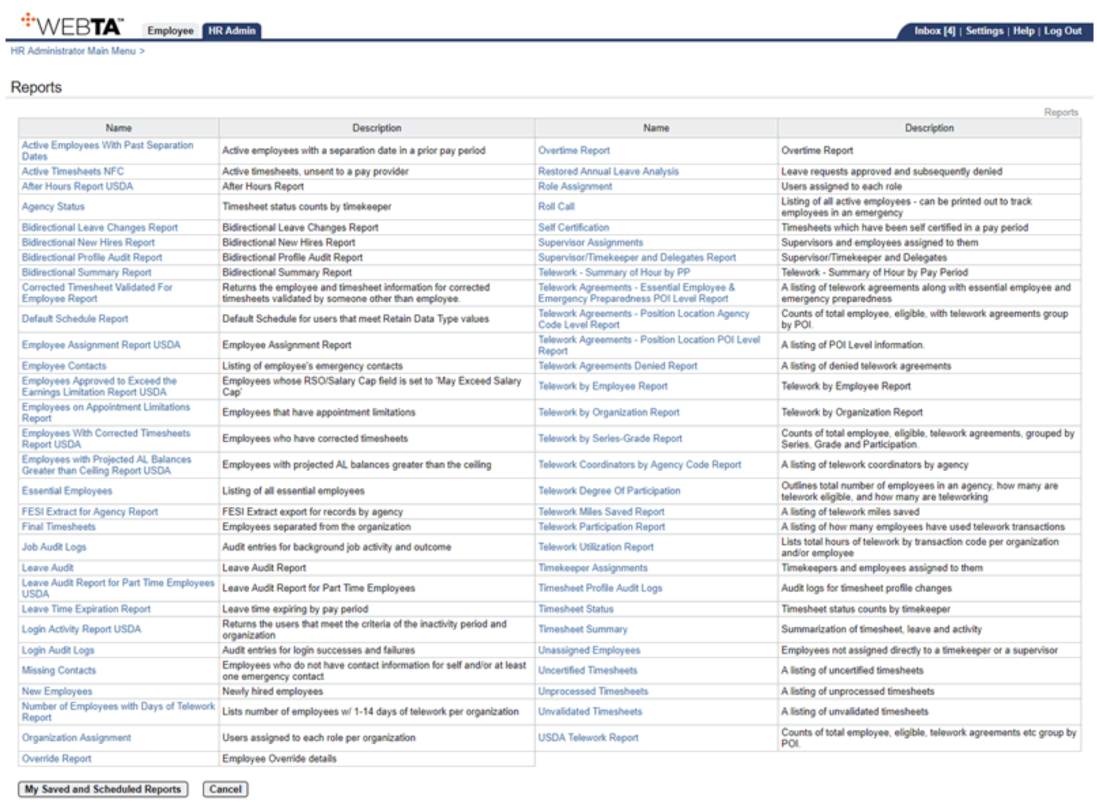
At this point, the following options are available:

Step	Description
Select the **Open** button	Opens the report and displays it as a PDF file.

Step	Description
Select the **Save** button	Downloads and saves the report. Select the **Open**, **Open folder**, or **View Downloads** button, as applicable.
Select the **Cancel** button	Cancels the action and returns you to the applicable report.
Select ***Log Out***	Logs you out of webTA.

To Save a Report in Excel:

1. Select the ***Reports*** link from the HR Administrator Main Menu page. The Reports page is displayed.



Name	Description	Name	Description
Active Employees With Past Separation Dates	Active employees with a separation date in a prior pay period	Overtime Report	Overtime Report
Active Timesheets NFC	Active timesheets, unsent to a pay provider	Restored Annual Leave Analysis	Leave requests approved and subsequently denied
After Hours Report USDA	After Hours Report	Role Assignment	Users assigned to each role
Agency Status	Timesheet status counts by timekeeper	Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report	Self Certification	Timesheets which have been self certified in a pay period
Bidirectional New Hires Report	Bidirectional New Hires Report	Supervisor Assignments	Supervisors and employees assigned to them
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report	Supervisor/Timekeeper and Delegates Report	Supervisor/Timekeeper and Delegates
Bidirectional Summary Report	Bidirectional Summary Report	Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.	Telework Agreements - Essential Employee & Emergency Preparedness POI Level Report	A listing of telework agreements along with essential employee and emergency preparedness
Default Schedule Report	Default Schedule for users that meet Retain Data Type values	Telework Agreements - Position Location Agency Code Level Report	Counts of total employee, eligible, with telework agreements group by POI.
Employee Assignment Report USDA	Employee Assignment Report	Telework Agreements - Position Location POI Level Report	A listing of POI Level information.
Employee Contacts	Listing of employee's emergency contacts	Telework Agreements Denied Report	A listing of denied telework agreements
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'	Telework by Employee Report	Telework by Employee Report
Employees on Appointment Limitations Report	Employees that have appointment limitations	Telework by Organization Report	Telework by Organization Report
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets	Telework by Series-Grade Report	Counts of total employee, eligible, telework agreements, grouped by Series, Grade and Participation.
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling	Telework Coordinators by Agency Code Report	A listing of telework coordinators by agency
Essential Employees	Listing of all essential employees	Telework Degree Of Participation	Outlines total number of employees in an agency, how many are telework eligible, and how many are teleworking
FESI Extract for Agency Report	FESI Extract export for records by agency	Telework Miles Saved Report	A listing of telework miles saved
Final Timesheets	Employees separated from the organization	Telework Participation Report	A listing of how many employees have used telework transactions
Job Audit Logs	Audit entries for background job activity and outcome	Telework Utilization Report	Lists total hours of telework by transaction code per organization and/or employee
Leave Audit	Leave Audit Report	Timekeeper Assignments	Timekeepers and employees assigned to them
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New Employees	Newly hired employees	Unprocessed Timesheets	A listing of unprocessed timesheets
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization	Unvalidated Timesheets	A listing of unvalidated timesheets
Organization Assignment	Users assigned to each role per organization	USDA Telework Report	Counts of total employee, eligible, telework agreements etc group by POI.
Override Report	Employee Override details		

Figure 81: Reports Page

2. Select the applicable report to be saved. The applicable report parameters page is displayed.

3. Complete the report parameters page.

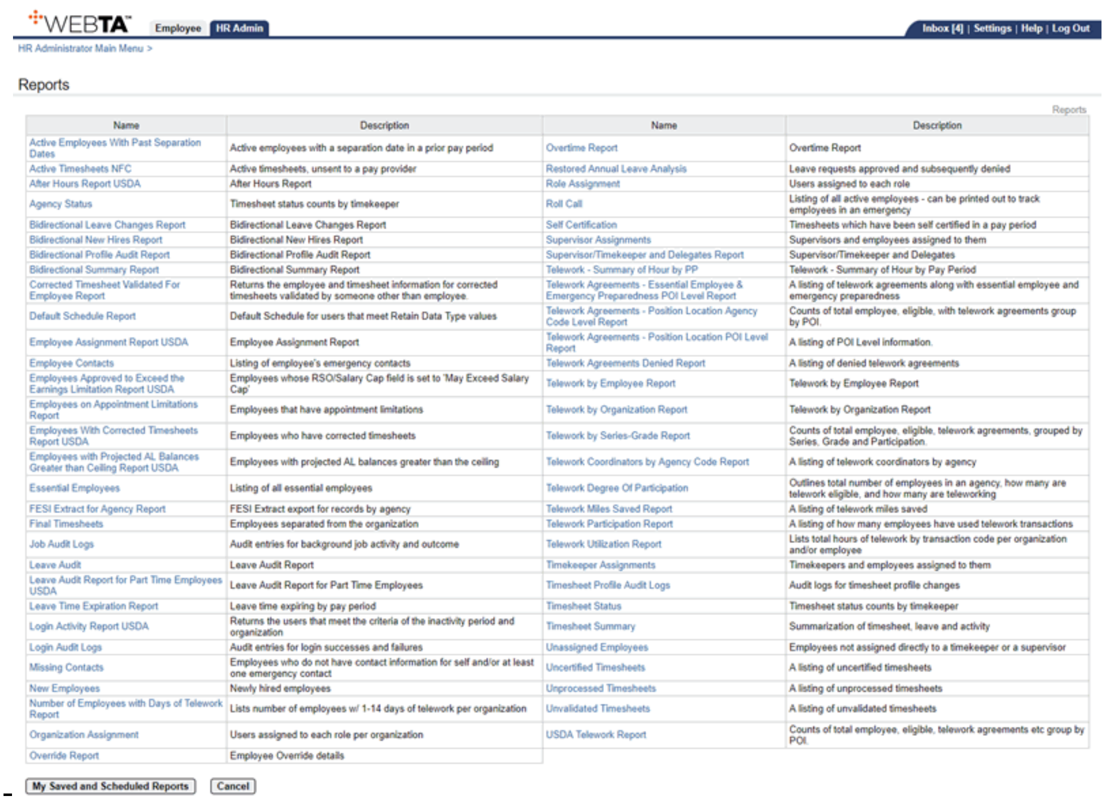
4. Select the ***Excel*** link. A popup appears asking whether to open or save the report.

   At this point, the following options are available:

Step	Description
Select the **Open** button	Opens the report and displays it as an Excel spreadsheet.
Select the **Save** button	Downloads and saves the report. Select the **Open**, **Open folder**, or **View Downloads** button, as applicable.
Select the **Cancel** button	Cancels the action and returns you to the applicable report.
Select ***Log Out***	Logs you out of webTA.

To Save a Report in HTML:

1. Select the ***Reports*** link from the HR Administrator Main Menu page. The Reports page is displayed.



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Organization Assignment	Users assigned to each role per organization	USDA Telework Report	Counts of total employee, eligible, telework agreements etc group by POI.
Override Report	Employee Override details		

2. Select the applicable report to be saved. The applicable report parameters page is displayed.

3. Complete the report parameters page.

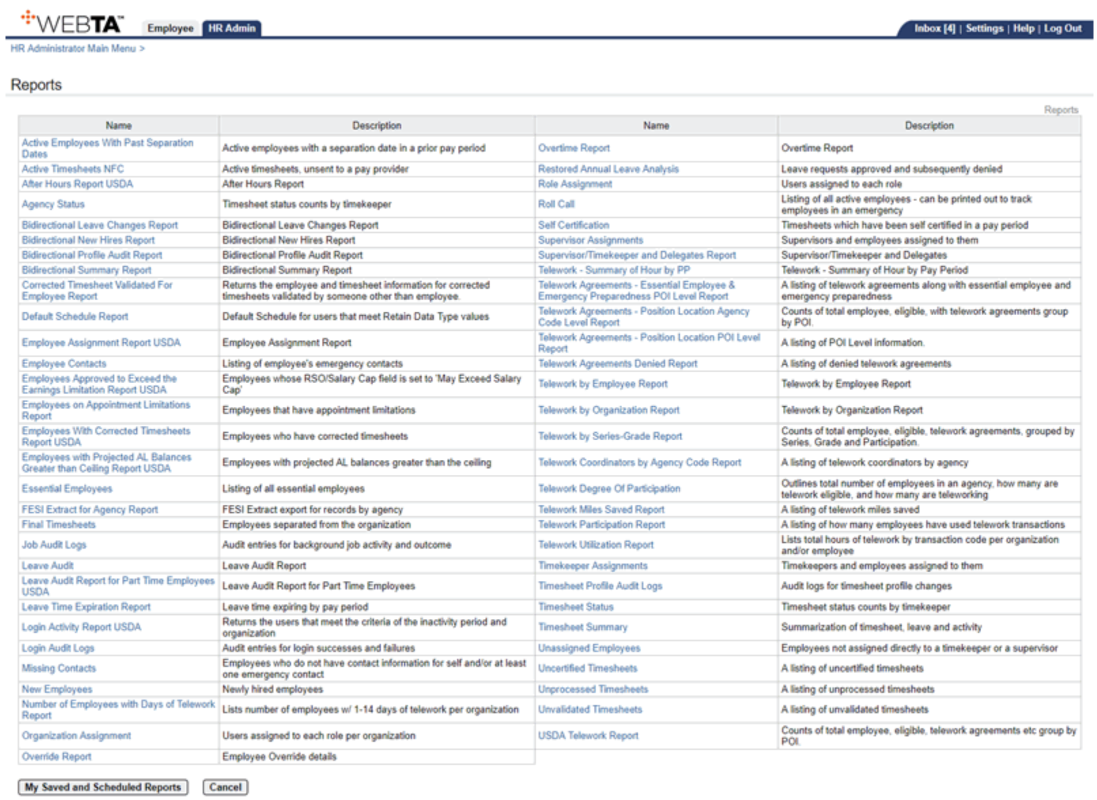
4. Select the ***HTML*** link. A popup appears asking whether to open or save the report.

   At this point, the following options are available:

Step	Description
Select the **Open** button	Opens the report and displays it as an HTML.
Select the **Save** button	Downloads and saves the report. Select the **Open**, **Open folder**, or **View Downloads** button, as applicable.
Select the **Cance**l button	Cancels the action and returns you to the applicable report.
Select ***Log Out***	Logs you out of webTA.

To Save a Report in CSV:

1. Select the ***Reports*** link from the HR Administrator Main Menu page. The Reports page is displayed.


WEBTA Employee HR Admin Inbox [4] | Settings | Help | Log Out
HR Administrator Main Menu >
Reports

Reports

Name	Description	Name	Description
Active Employees With Past Separation Dates	Active employees with a separation date in a prior pay period	Overtime Report	Overtime Report
Active Timesheets NFC	Active timesheets, unsent to a pay provider	Restored Annual Leave Analysis	Leave requests approved and subsequently denied
After Hours Report USDA	After Hours Report	Role Assignment	Users assigned to each role
Agency Status	Timesheet status counts by timekeeper	Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report	Self Certification	Timesheets which have been self certified in a pay period
Bidirectional New Hires Report	Bidirectional New Hires Report	Supervisor Assignments	Supervisors and employees assigned to them
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report	Supervisor/Timekeeper and Delegates Report	Supervisor/Timekeeper and Delegates
Bidirectional Summary Report	Bidirectional Summary Report	Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.	Telework Agreements - Essential Employee & Emergency Preparedness POI Level Report	A listing of telework agreements along with essential employee and emergency preparedness
Default Schedule Report	Default Schedule for users that meet Retain Data Type values	Telework Agreements - Position Location Agency Code Level Report	Counts of total employee, eligible, with telework agreements group by POI.
Employee Assignment Report USDA	Employee Assignment Report	Telework Agreements - Position Location POI Level Report	A listing of POI Level information.
Employee Contacts	Listing of employee's emergency contacts	Telework Agreements Denied Report	A listing of denied telework agreements
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'	Telework by Employee Report	Telework by Employee Report
Employees on Appointment Limitations Report	Employees that have appointment limitations	Telework by Organization Report	Telework by Organization Report
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets	Telework by Series-Grade Report	Counts of total employee, eligible, telework agreements, grouped by Series, Grade and Participation.
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling	Telework Coordinators by Agency Code Report	A listing of telework coordinators by agency
Essential Employees	Listing of all essential employees	Telework Degree Of Participation	Outlines total number of employees in an agency, how many are telework eligible, and how many are teleworking
FESI Extract for Agency Report	FESI Extract export for records by agency	Telework Miles Saved Report	A listing of telework miles saved
Final Timesheets	Employees separated from the organization	Telework Participation Report	A listing of how many employees have used telework transactions
Job Audit Logs	Audit entries for background job activity and outcome	Telework Utilization Report	Lists total hours of telework by transaction code per organization and/or employee
Leave Audit	Leave Audit Report	Timekeeper Assignments	Timekeepers and employees assigned to them
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees	Timesheet Profile Audit Logs	Audit logs for timesheet profile changes
Leave Time Expiration Report	Leave time expiring by pay period	Timesheet Status	Timesheet status counts by timekeeper
Login Activity Report USDA	Returns the users that meet the criteria of the inactivity period and organization	Timesheet Summary	Summarization of timesheet, leave and activity
Login Audit Logs	Audit entries for login successes and failures	Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact	Uncertified Timesheets	A listing of uncertified timesheets
New Employees	Newly hired employees	Unprocessed Timesheets	A listing of unprocessed timesheets
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization	Unvalidated Timesheets	A listing of unvalidated timesheets
Organization Assignment	Users assigned to each role per organization	USDA Telework Report	Counts of total employee, eligible, telework agreements etc group by POI.
Override Report	Employee Override details		

My Saved and Scheduled Reports Cancel

Figure 82: Reports Page

2. Select the applicable report to be saved. The applicable report parameters page is displayed.

3. Complete the report parameters page.

4. Select the ***CSV*** link. A popup appears asking whether to open or save the report.

At this point, the following options are available:

Step	Description
Select the **Open** button	Opens the report and displays it as a CSV.
Select the **Save** button	Downloads and saves the report. Select the **Open**, **Open folder**, or **View Downloads** button, as applicable.
Select the **Cance**l button	Cancels the action and returns you to the applicable report.
Select ***Log Out***	Logs you out of webTA.

This section includes the following topics:

My Saved and Scheduled Reports

The My Saved and Scheduled Reports page displays a list of saved reports. These reports are saved using the ***Background Execution*** option on the individual report pages. The reports may be viewed in PDF, Excel, HTML, or CSV file format.

Most reports have the ***Background Execution*** option.

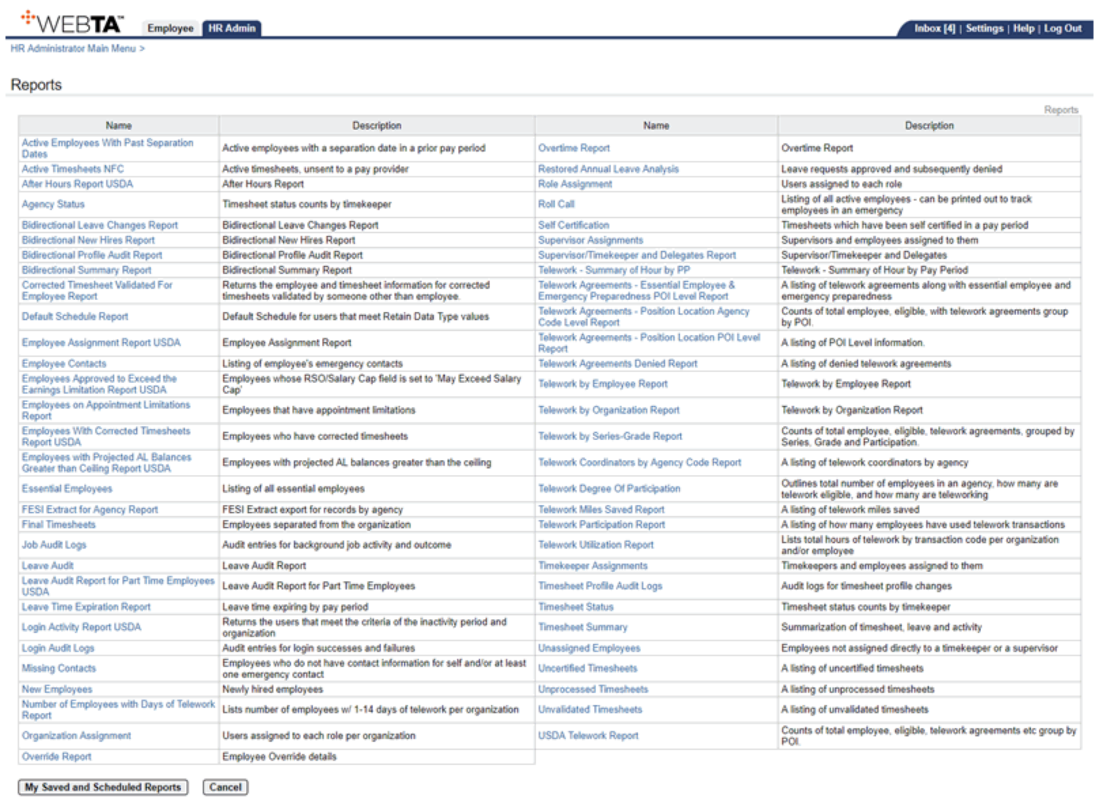
Reports may also be downloaded, saved, deleted, emailed, or rerun.

The Status drop-down list allows you to select a status and search for all reports in that status. The following statuses are displayed on the Status drop-down list:

- **`All`** — See all reports in any status.
- **`Pending`** — The report has been scheduled to run, but hasn't been picked up by the report creation job.
- **`Queued`** — The report has been picked up by the report creation job.
- **`Generating`** — The report is currently being run by the report creation job.
- **`Complete`** — The report has been successfully generated.
- **`Error`** — The system encountered an error when generating the report.
- **`Invalid`** — When an ad hoc report structure is changed, all of the associated report schedule instances are marked invalid. You must create a new report schedule.

To Schedule a Report for Background Execution:

1. Select the ***Reports*** link from the Reports section on the HR Administrator Main Menu page. The Reports page is displayed.



Name	Description	Name	Description
Active Employees With Past Separation Dates	Active employees with a separation date in a prior pay period	Overtime Report	Overtime Report
Active Timesheets NFC	Active timesheets, unsent to a pay provider	Restored Annual Leave Analysis	Leave requests approved and subsequently denied
After Hours Report USDA	After Hours Report	Role Assignment	Users assigned to each role
Agency Status	Timesheet status counts by timekeeper	Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report	Self Certification	Timesheets which have been self certified in a pay period
Bidirectional New Hires Report	Bidirectional New Hires Report	Supervisor Assignments	Supervisors and employees assigned to them
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report	Supervisor/Timekeeper and Delegates Report	Supervisor/Timekeeper and Delegates
Bidirectional Summary Report	Bidirectional Summary Report	Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.	Telework Agreements - Essential Employee & Emergency Preparedness POI Level Report	A listing of telework agreements along with essential employee and emergency preparedness
Default Schedule Report	Default Schedule for users that meet Retain Data Type values	Telework Agreements - Position Location Agency Code Level Report	Counts of total employee, eligible, with telework agreements group by POI.
Employee Assignment Report USDA	Employee Assignment Report	Telework Agreements - Position Location POI Level Report	A listing of POI Level information.
Employee Contacts	Listing of employee's emergency contacts	Telework Agreements Denied Report	A listing of denied telework agreements
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'	Telework by Employee Report	Telework by Employee Report
Employees on Appointment Limitations Report	Employees that have appointment limitations	Telework by Organization Report	Telework by Organization Report
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets	Telework by Series-Grade Report	Counts of total employee, eligible, telework agreements, grouped by Series, Grade and Participation.
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling	Telework Coordinators by Agency Code Report	A listing of telework coordinators by agency
Essential Employees	Listing of all essential employees	Telework Degree Of Participation	Outlines total number of employees in an agency, how many are telework eligible, and how many are teleworking
FESI Extract for Agency Report	FESI Extract export for records by agency	Telework Miles Saved Report	A listing of telework miles saved
Final Timesheets	Employees separated from the organization	Telework Participation Report	A listing of how many employees have used telework transactions
Job Audit Logs	Audit entries for background job activity and outcome	Telework Utilization Report	Lists total hours of telework by transaction code per organization and/or employee
Leave Audit	Leave Audit Report	Timekeeper Assignments	Timekeepers and employees assigned to them
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees	Timesheet Profile Audit Logs	Audit logs for timesheet profile changes
Leave Time Expiration Report	Leave time expiring by pay period	Timesheet Status	Timesheet status counts by timekeeper
Login Activity Report USDA	Returns the users that meet the criteria of the inactivity period and organization	Timesheet Summary	Summarization of timesheet, leave and activity
Login Audit Logs	Audit entries for login successes and failures	Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact	Uncertified Timesheets	A listing of uncertified timesheets
New Employees	Newly hired employees	Unprocessed Timesheets	A listing of unprocessed timesheets
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization	Unvalidated Timesheets	A listing of unvalidated timesheets
Organization Assignment	Users assigned to each role per organization	USDA Telework Report	Counts of total employee, eligible, telework agreements etc group by POI.
Override Report	Employee Override details		

Figure 83: Reports Page

2. Select the applicable report. The applicable report parameters page is displayed.

3. Complete the report parameters page.

4. Select the applicable format from the Background Execution drop-down list. The following formats are available:

   - PDF
   - Excel
   - CSV
   - HTML
   - Emailed PDF
   - Emailed Excel
   - Emailed CSV

- Emailed HTML

5. The message *Your report has been submitted for background processing* is displayed.

6. Select the **Cancel** button to return to the Reports menu.

7. Select the **My Saved and Scheduled Reports** button from the Reports menu. The My Saved and Scheduled Reports page is displayed with the saved report.

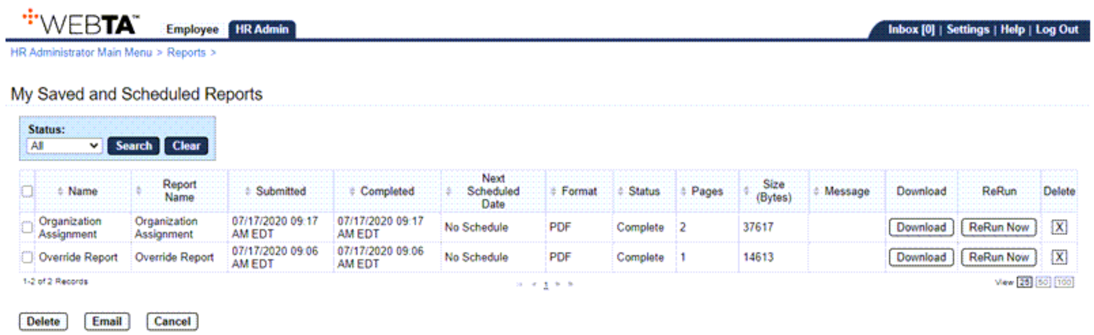
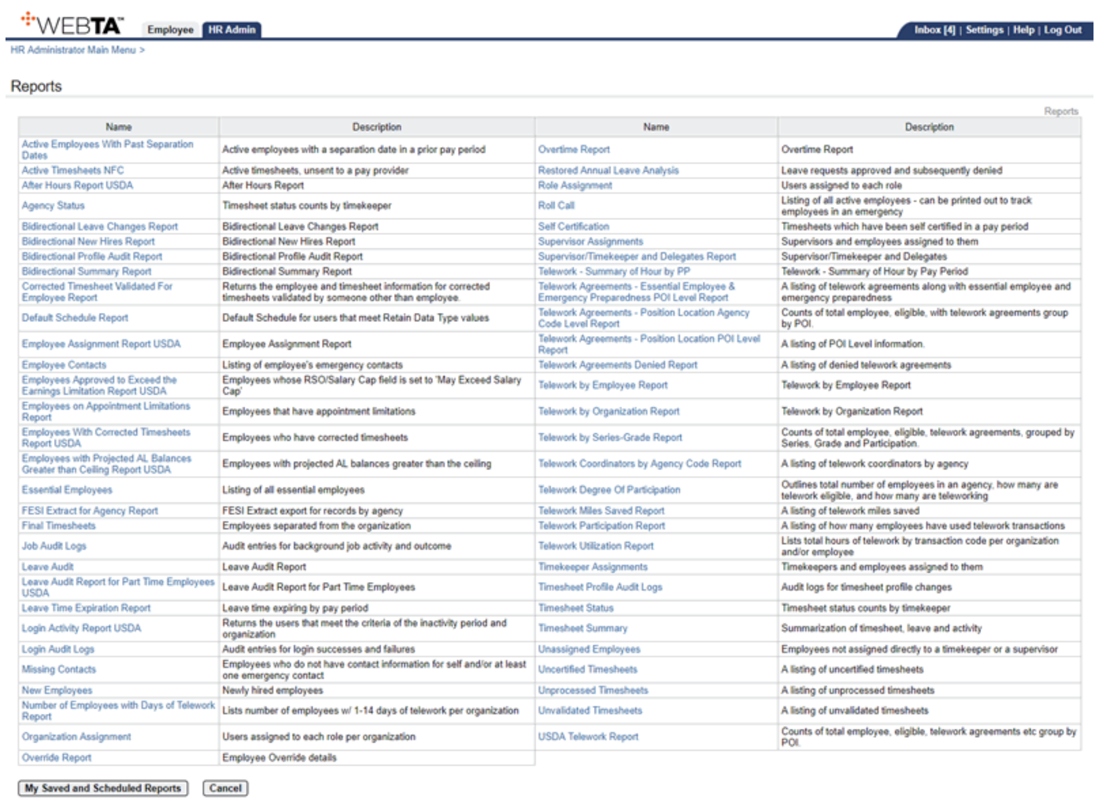


Figure 84: My Saved and Scheduled Reports Page

To Open a Saved or Scheduled Report:

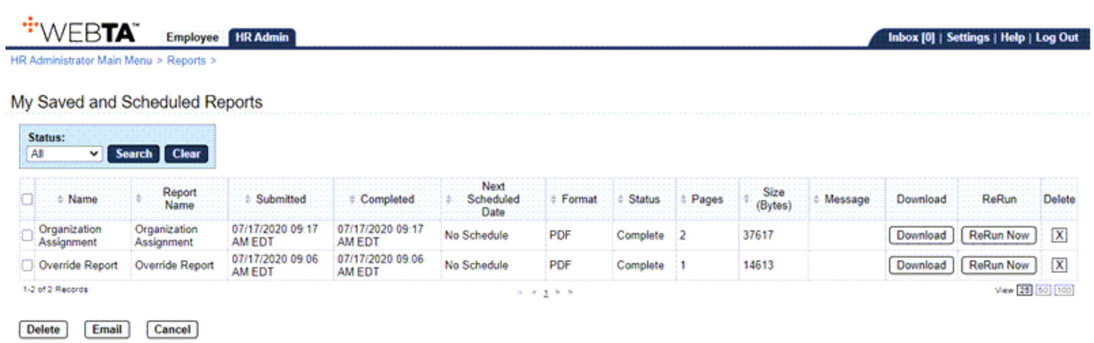
1. Select the ***Reports*** link from the Reports section on the HR Administrator Main Menu page. The Reports page is displayed.



Name	Description	Name	Description
Active Employees With Past Separation Dates	Active employees with a separation date in a prior pay period	Overtime Report	Overtime Report
Active Timesheets NFC	Active timesheets, unsent to a pay provider	Restored Annual Leave Analysis	Leave requests approved and subsequently denied
After Hours Report USDA	After Hours Report	Role Assignment	Users assigned to each role
Agency Status	Timesheet status counts by timekeeper	Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report	Self Certification	Timesheets which have been self certified in a pay period
Bidirectional New Hires Report	Bidirectional New Hires Report	Supervisor Assignments	Supervisors and employees assigned to them
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report	Supervisor/Timekeeper and Delegates Report	Supervisor/Timekeeper and Delegates
Bidirectional Summary Report	Bidirectional Summary Report	Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.	Telework Agreements - Essential Employee & Emergency Preparedness POI Level Report	A listing of telework agreements along with essential employee and emergency preparedness
Default Schedule Report	Default Schedule for users that meet Retain Data Type values	Telework Agreements - Position Location Agency Code Level Report	Counts of total employee, eligible, with telework agreements group by POI.
Employee Assignment Report USDA	Employee Assignment Report	Telework Agreements - Position Location POI Level Report	A listing of POI Level information.
Employee Contacts	Listing of employee's emergency contacts	Telework Agreements Denied Report	A listing of denied telework agreements
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'	Telework by Employee Report	Telework by Employee Report
Employees on Appointment Limitations Report	Employees that have appointment limitations	Telework by Organization Report	Telework by Organization Report
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets	Telework by Series-Grade Report	Counts of total employee, eligible, telework agreements, grouped by Series, Grade and Participation.
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling	Telework Coordinators by Agency Code Report	A listing of telework coordinators by agency
Essential Employees	Listing of all essential employees	Telework Degree Of Participation	Outlines total number of employees in an agency, how many are telework eligible, and how many are teleworking
FESI Extract for Agency Report	FESI Extract export for records by agency	Telework Miles Saved Report	A listing of telework miles saved
Final Timesheets	Employees separated from the organization	Telework Participation Report	A listing of how many employees have used telework transactions
Job Audit Logs	Audit entries for background job activity and outcome	Telework Utilization Report	Lists total hours of telework by transaction code per organization and/or employee
Leave Audit	Leave Audit Report	Timekeeper Assignments	Timekeepers and employees assigned to them
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees	Timesheet Profile Audit Logs	Audit logs for timesheet profile changes
Leave Time Expiration Report	Leave time expiring by pay period	Timesheet Status	Timesheet status counts by timekeeper
Login Activity Report USDA	Returns the users that meet the criteria of the inactivity period and organization	Timesheet Summary	Summarization of timesheet, leave and activity
Login Audit Logs	Audit entries for login successes and failures	Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact	Uncertified Timesheets	A listing of uncertified timesheets
New Employees	Newly hired employees	Unprocessed Timesheets	A listing of unprocessed timesheets
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization	Unvalidated Timesheets	A listing of unvalidated timesheets
Organization Assignment	Users assigned to each role per organization	USDA Telework Report	Counts of total employee, eligible, telework agreements etc group by POI.
Override Report	Employee Override details		

Figure 85: Reports Page

2. Select the **My Saved and Scheduled Reports** button. The My Saved and Scheduled Reports page is displayed.



	Name	Report Name	Submitted	Completed	Next Scheduled Date	Format	Status	Pages	Size (Bytes)	Message	Download	ReRun	Delete
	Organization Assignment	Organization Assignment	07/17/2020 09:17 AM EDT	07/17/2020 09:17 AM EDT	No Schedule	PDF	Complete	2	37617		Download	ReRun Now	X
	Override Report	Override Report	07/17/2020 09:06 AM EDT	07/17/2020 09:06 AM EDT	No Schedule	PDF	Complete	1	14613		Download	ReRun Now	X

Figure 86: My Saved and Scheduled Reports Page

3. Select the applicable report.

4. Select the **Download** button to download the report. The Save as dialog box appears.

OR

Select the **ReRun Now** button to run the report. The message *Report Instance 'name of report' submitted for execution* is displayed.

OR

Select the **Delete** button to delete the report. The message *Are you sure you want to delete report instance 'name of report'*? is displayed. Select the **Yes** or **Cancel** button, as applicable.

Note: You can also select the **X** in the Delete column to delete the report.

OR

Select the **Email** button to email the report. The message *Are you sure you want to email report instance(s) to yourself?* is displayed. Select the **Yes** or **Cancel** button as applicable.

OR

Select the **Cancel** button to return to the HR Administrator Main Menu page.

Running Reports

The HR Administrator Reports menu displays the report name and a brief description of the report.

The My Saved and Scheduled Reports page can also be accessed from the Reports menu page.

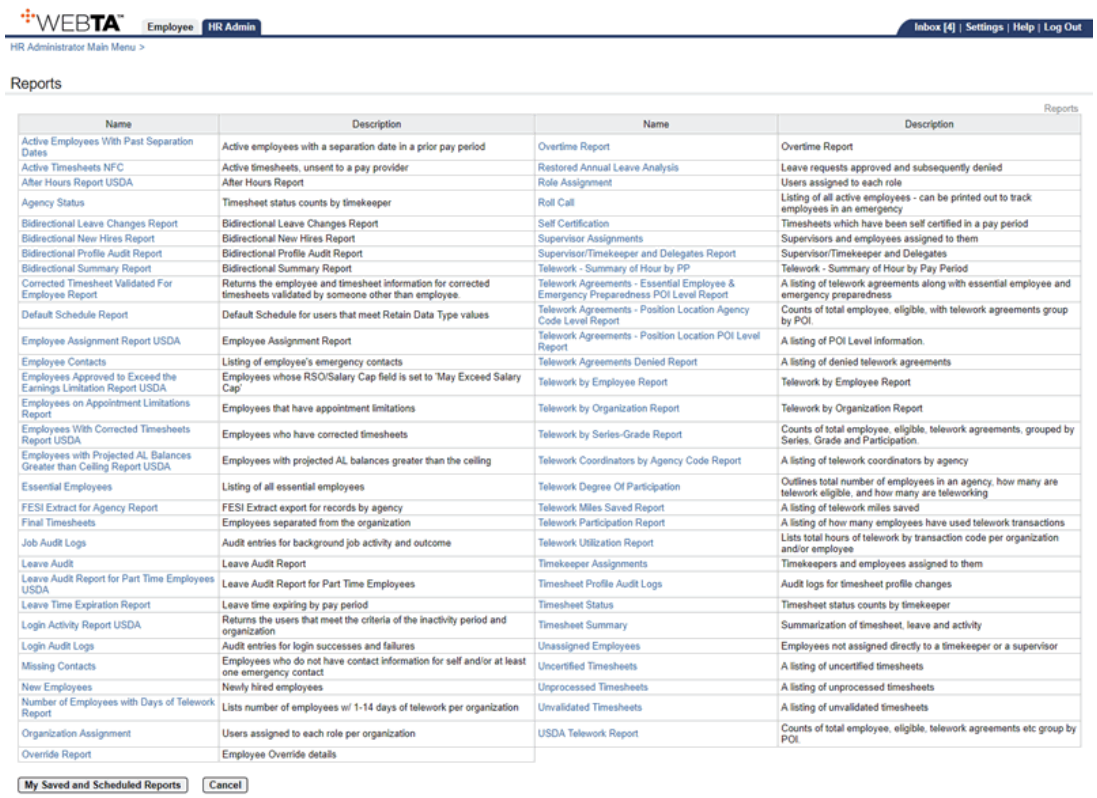
This section includes the following topics:

Active Employees With Past Separation Dates

The Active Employees With Past Separation Dates report lists active employees with a separation date in a prior pay period.

To Run the Active Employees With Past Separation Dates Report:

1. Select the ***Reports*** link from the Reports section on the HR Administrator Menu page. The Reports page is displayed.



Name	Description	Name	Description
Active Employees With Past Separation Dates	Active employees with a separation date in a prior pay period	Overtime Report	Overtime Report
Active Timesheets NFC	Active timesheets, unsent to a pay provider	Restored Annual Leave Analysis	Leave requests approved and subsequently denied
After Hours Report USDA	After Hours Report	Role Assignment	Users assigned to each role
Agency Status	Timesheet status counts by timekeeper	Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report	Self Certification	Timesheets which have been self certified in a pay period
Bidirectional New Hires Report	Bidirectional New Hires Report	Supervisor Assignments	Supervisors and employees assigned to them
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report	Supervisor/Timekeeper and Delegates Report	Supervisor/Timekeeper and Delegates
Bidirectional Summary Report	Bidirectional Summary Report	Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.	Telework Agreements - Essential Employee & Emergency Preparedness POI Level Report	A listing of telework agreements along with essential employee and emergency preparedness
Default Schedule Report	Default Schedule for users that meet Retain Data Type values	Telework Agreements - Position Location Agency Code Level Report	Counts of total employee, eligible, with telework agreements group by POI.
Employee Assignment Report USDA	Employee Assignment Report	Telework Agreements - Position Location POI Level Report	A listing of POI Level information.
Employee Contacts	Listing of employee's emergency contacts	Telework Agreements Denied Report	A listing of denied telework agreements
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'	Telework by Employee Report	Telework by Employee Report
Employees on Appointment Limitations Report	Employees that have appointment limitations	Telework by Organization Report	Telework by Organization Report
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets	Telework by Series-Grade Report	Counts of total employee, eligible, telework agreements, grouped by Series, Grade and Participation.
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling	Telework Coordinators by Agency Code Report	A listing of telework coordinators by agency
Essential Employees	Listing of all essential employees	Telework Degree Of Participation	Outlines total number of employees in an agency, how many are telework eligible, and how many are teleworking
FESI Extract for Agency Report	FESI Extract export for records by agency	Telework Miles Saved Report	A listing of telework miles saved
Final Timesheets	Employees separated from the organization	Telework Participation Report	A listing of how many employees have used telework transactions
Job Audit Logs	Audit entries for background job activity and outcome	Telework Utilization Report	Lists total hours of telework by transaction code per organization and/or employee
Leave Audit	Leave Audit Report	Timekeeper Assignments	Timekeepers and employees assigned to them
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees	Timesheet Profile Audit Logs	Audit logs for timesheet profile changes
Leave Time Expiration Report	Leave time expiring by pay period	Timesheet Status	Timesheet status counts by timekeeper
Login Activity Report USDA	Returns the users that meet the criteria of the inactivity period and organization	Timesheet Summary	Summarization of timesheet, leave and activity
Login Audit Logs	Audit entries for login successes and failures	Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact	Uncertified Timesheets	A listing of uncertified timesheets
New Employees	Newly hired employees	Unprocessed Timesheets	A listing of unprocessed timesheets
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization	Unvalidated Timesheets	A listing of unvalidated timesheets
Organization Assignment	Users assigned to each role per organization	USDA Telework Report	Counts of total employee, eligible, telework agreements etc group by POI.
Override Report	Employee Override details		

Figure 87: Reports Page

2. Select the ***Active Employees With Past Separation Dates*** link. The Active Employees With Past Separation Dates Report Parameters page is displayed.

Note: If a header is desired, it may be entered in the Report Header field and will be displayed in addition to the report name.

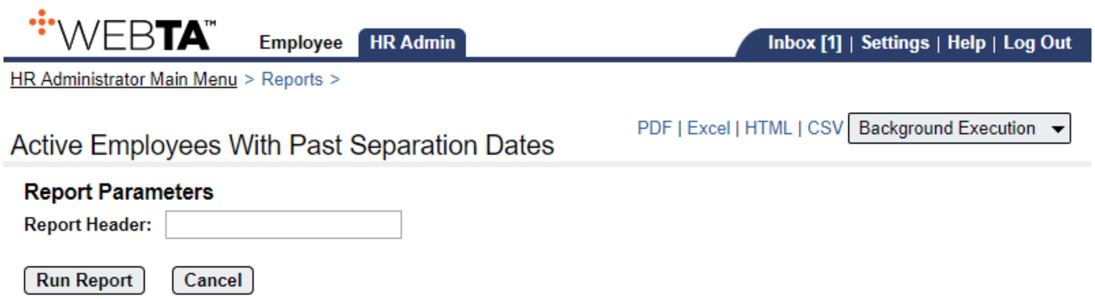
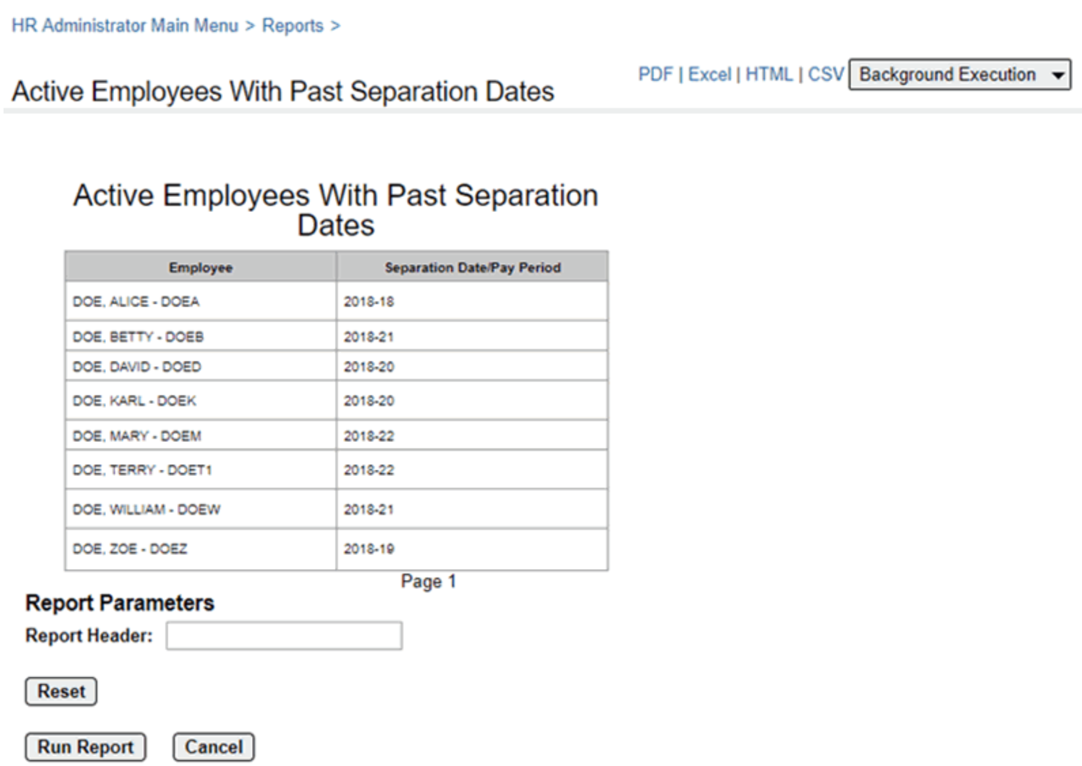


Figure 88: Active Employees With Past Separtion Dates Report Parameters Page

3. Select the **Run Report** button to run and display the report.



Employee	Separation Date/Pay Period
DOE, ALICE - DOEA	2018-18
DOE, BETTY - DOEB	2018-21
DOE, DAVID - DOED	2018-20
DOE, KARL - DOEK	2018-20
DOE, MARY - DOEM	2018-22
DOE, TERRY - DOET1	2018-22
DOE, WILLIAM - DOEW	2018-21
DOE, ZOE - DOEZ	2018-19

Figure 89: Active Employees With Past Separtion Dates Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information see ***My Saved and Scheduled Reports*** (on page 119).

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

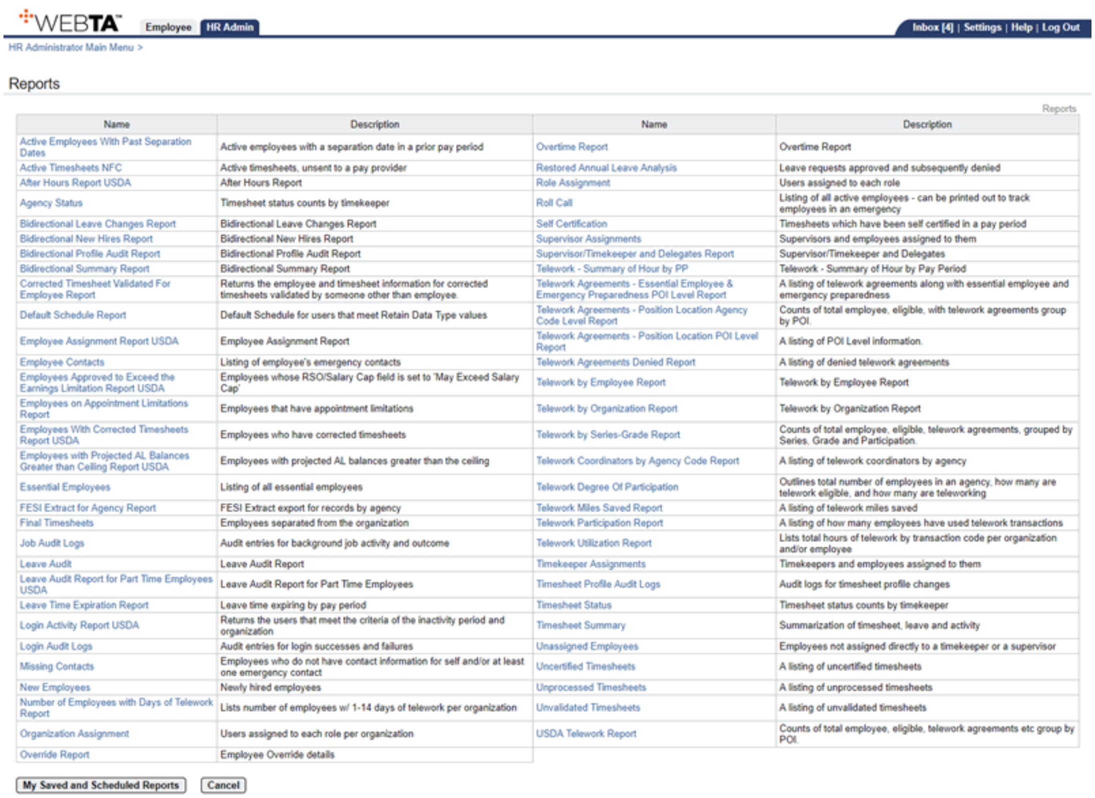
Step	Description
Select the **Cancel** button	Returns you to the Reports page.
Select the ***HR Admin*** tab	Returns you to the HR Administrator Menu page.
Select ***Log Out***	Logs you out of webTA.

Active Timesheets NFC

The Active Timesheets NFC report lists timesheets that have not yet been sent to NFC for processing in a designated pay period.

To Run the Active Timesheets NFC Report:

1. Select the ***Reports*** link from the Reports section on the HR Administrator Menu page. The Reports page is displayed.



Name	Description	Name	Description
Active Employees With Past Separation Dates	Active employees with a separation date in a prior pay period	Overtime Report	Overtime Report
Active Timesheets NFC	Active timesheets, unsent to a pay provider	Restored Annual Leave Analysis	Leave requests approved and subsequently denied
After Hours Report USDA	After Hours Report	Role Assignment	Users assigned to each role
Agency Status	Timesheet status counts by timekeeper	Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report	Self Certification	Timesheets which have been self certified in a pay period
Bidirectional New Hires Report	Bidirectional New Hires Report	Supervisor Assignments	Supervisors and employees assigned to them
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report	Supervisor/Timekeeper and Delegates Report	Supervisor/Timekeeper and Delegates
Bidirectional Summary Report	Bidirectional Summary Report	Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.	Telework Agreements - Essential Employee & Emergency Preparedness POI Level Report	A listing of telework agreements along with essential employee and emergency preparedness
Default Schedule Report	Default Schedule for users that meet Retain Data Type values	Telework Agreements - Position Location Agency Code Level Report	Counts of total employee, eligible, with telework agreements group by POI.
Employee Assignment Report USDA	Employee Assignment Report	Telework Agreements - Position Location POI Level Report	A listing of POI Level information.
Employee Contacts	Listing of employee's emergency contacts	Telework Agreements Denied Report	A listing of denied telework agreements
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'	Telework by Employee Report	Telework by Employee Report
Employees on Appointment Limitations Report	Employees that have appointment limitations	Telework by Organization Report	Telework by Organization Report
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets	Telework by Series-Grade Report	Counts of total employee, eligible, telework agreements, grouped by Series, Grade and Participation.
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling	Telework Coordinators by Agency Code Report	A listing of telework coordinators by agency
Essential Employees	Listing of all essential employees	Telework Degree Of Participation	Outlines total number of employees in an agency, how many are telework eligible, and how many are teleworking
FESI Extract for Agency Report	FESI Extract export for records by agency	Telework Miles Saved Report	A listing of telework miles saved
Final Timesheets	Employees separated from the organization	Telework Participation Report	A listing of how many employees have used telework transactions
Job Audit Logs	Audit entries for background job activity and outcome	Telework Utilization Report	Lists total hours of telework by transaction code per organization and/or employee
Leave Audit	Leave Audit Report	Timekeeper Assignments	Timekeepers and employees assigned to them
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees	Timesheet Profile Audit Logs	Audit logs for timesheet profile changes
Leave Time Expiration Report	Leave time expiring by pay period	Timesheet Status	Timesheet status counts by timekeeper
Login Activity Report USDA	Returns the users that meet the criteria of the inactivity period and organization	Timesheet Summary	Summarization of timesheet, leave and activity
Login Audit Logs	Audit entries for login successes and failures	Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact	Uncertified Timesheets	A listing of uncertified timesheets
New Employees	Newly hired employees	Unprocessed Timesheets	A listing of unprocessed timesheets
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization	Unvalidated Timesheets	A listing of unvalidated timesheets
Organization Assignment	Users assigned to each role per organization	USDA Telework Report	Counts of total employee, eligible, telework agreements etc group by POI.
Override Report	Employee Override details		

Figure 90: Reports Page

2. Select the ***Active Timesheets NFC*** link. The Active Timesheets NFC Report Parameters page is displayed.

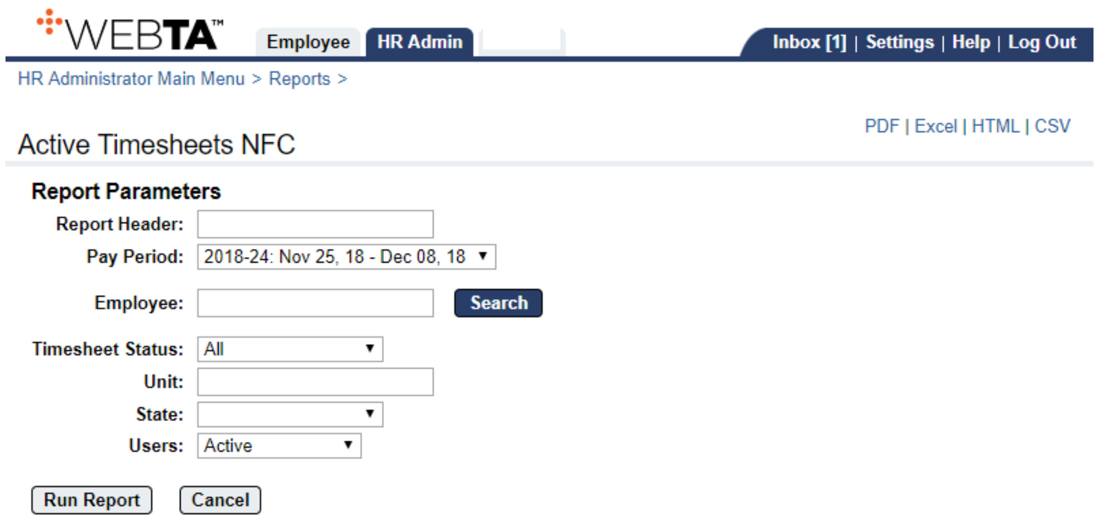


Figure 91: Active Timesheets NFC Report Parameters Page

3. Complete the following Report Parameters fields:

Report Header (see "***Report Header Field Instruction***" on page 233)

Pay Period (see "***Pay Period Field Instruction***" on page 232)

Employee (see "***Employee Field Instruction***" on page 225)

Timesheet Status (see "***Timesheet Status Field Instruction***" on page 238)

Unit (see "***Unit Field Instruction***" on page 239)

State (see "***State Field Instruction - Report Parameters***" on page 236)

Users (see "***Users Field Instruction***" on page 240)

4. Select the **Run Report** button to run and display the report.

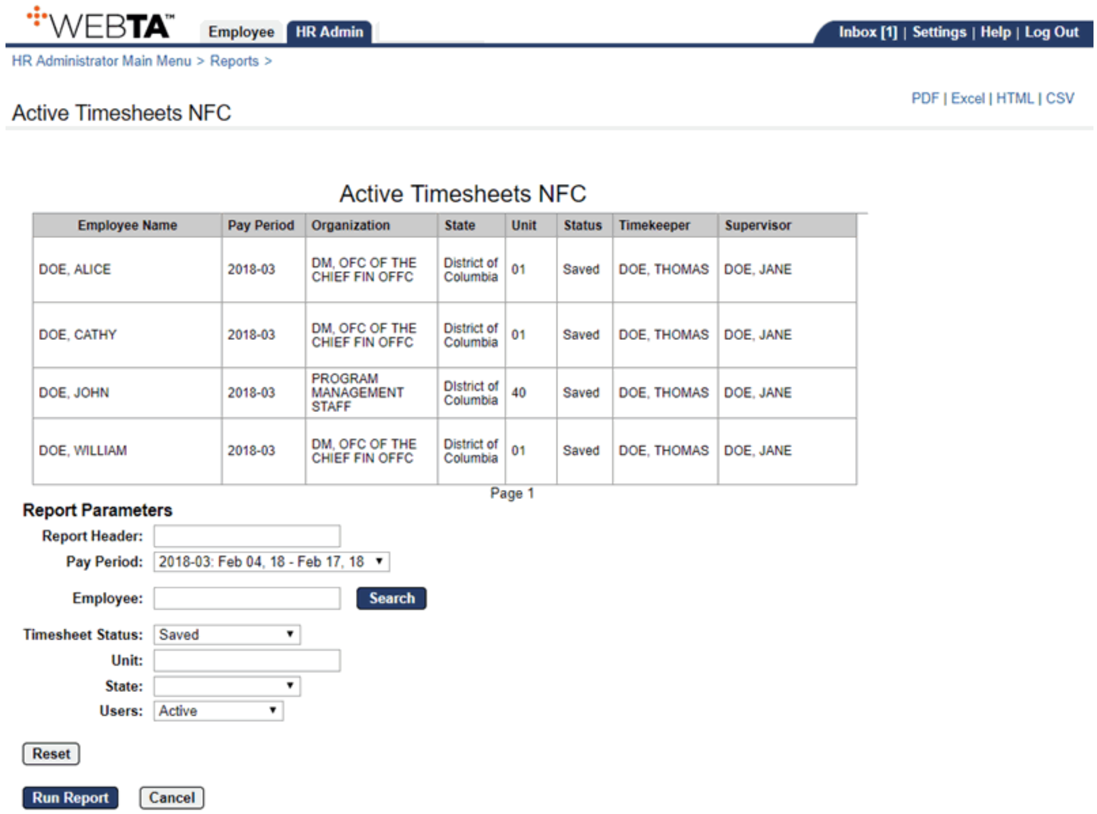


Figure 92: Active Timesheets NFC Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

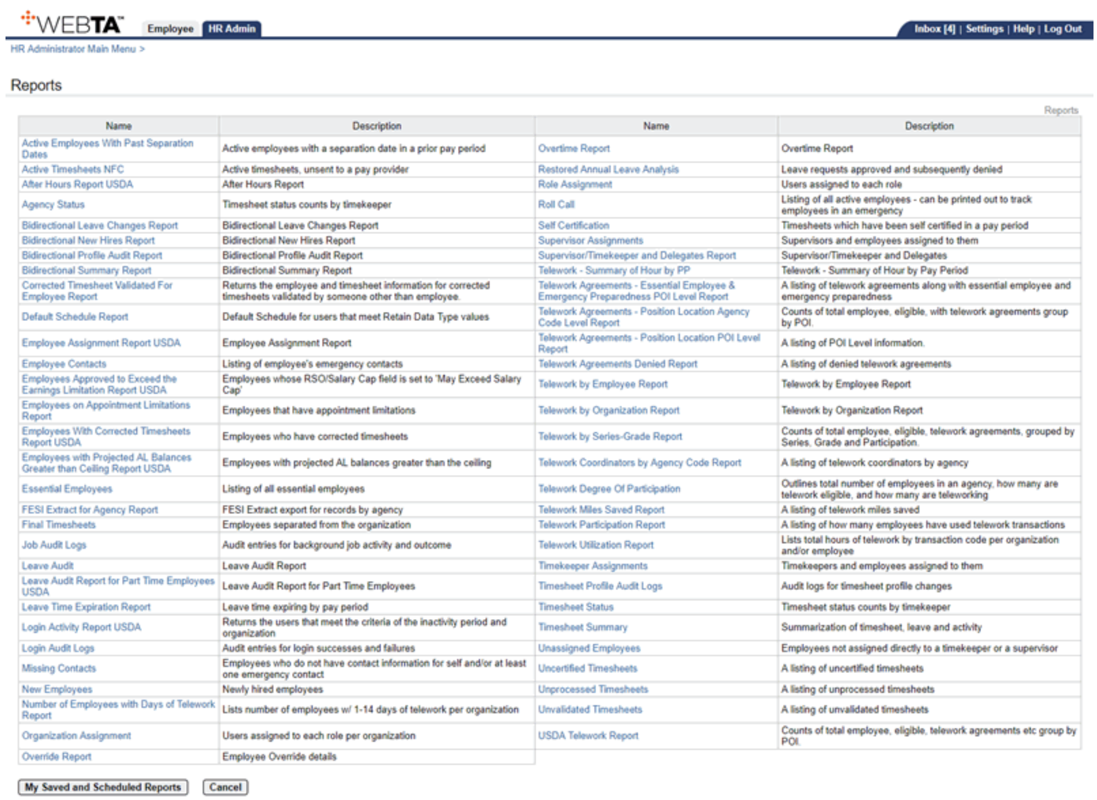
Step	Description
Select the **Cancel** button	Returns you to the Reports page.
Select the ***HR Admin*** tab	Returns you to the HR Administrator Menu page.
Select ***Log Out***	Logs you out of webTA.

After Hours Report USDA

The After Hours Report USDA lists users and the organization of users who worked after a specified time and date.

To Run the After Hours USDA Report:

1. Select the ***Reports*** link from the Reports section on the HR Administrator Menu page. The Reports page is displayed.



Name	Description	Name	Description
Active Employees With Past Separation Dates	Active employees with a separation date in a prior pay period	Overtime Report	Overtime Report
Active Timesheets NFC	Active timesheets, unsent to a pay provider	Restored Annual Leave Analysis	Leave requests approved and subsequently denied
After Hours Report USDA	After Hours Report	Role Assignment	Users assigned to each role
Agency Status	Timesheet status counts by timekeeper	Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report	Self Certification	Timesheets which have been self certified in a pay period
Bidirectional New Hires Report	Bidirectional New Hires Report	Supervisor Assignments	Supervisors and employees assigned to them
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report	Supervisor/Timekeeper and Delegates Report	Supervisor/Timekeeper and Delegates
Bidirectional Summary Report	Bidirectional Summary Report	Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.	Telework Agreements - Essential Employee & Emergency Preparedness POI Level Report	A listing of telework agreements along with essential employee and emergency preparedness
Default Schedule Report	Default Schedule for users that meet Retain Data Type values	Telework Agreements - Position Location Agency Code Level Report	Counts of total employee, eligible, with telework agreements group by POI.
Employee Assignment Report USDA	Employee Assignment Report	Telework Agreements - Position Location POI Level Report	A listing of POI Level information.
Employee Contacts	Listing of employee's emergency contacts	Telework Agreements Denied Report	A listing of denied telework agreements
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'	Telework by Employee Report	Telework by Employee Report
Employees on Appointment Limitations Report	Employees that have appointment limitations	Telework by Organization Report	Telework by Organization Report
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets	Telework by Series-Grade Report	Counts of total employee, eligible, telework agreements, grouped by Series, Grade and Participation.
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling	Telework Coordinators by Agency Code Report	A listing of telework coordinators by agency
Essential Employees	Listing of all essential employees	Telework Degree Of Participation	Outlines total number of employees in an agency, how many are telework eligible, and how many are teleworking
FESI Extract for Agency Report	FESI Extract export for records by agency	Telework Miles Saved Report	A listing of telework miles saved
Final Timesheets	Employees separated from the organization	Telework Participation Report	A listing of how many employees have used telework transactions
Job Audit Logs	Audit entries for background job activity and outcome	Telework Utilization Report	Lists total hours of telework by transaction code per organization and/or employee
Leave Audit	Leave Audit Report	Timekeeper Assignments	Timekeepers and employees assigned to them
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees	Timesheet Profile Audit Logs	Audit logs for timesheet profile changes
Leave Time Expiration Report	Leave time expiring by pay period	Timesheet Status	Timesheet status counts by timekeeper
Login Activity Report USDA	Returns the users that meet the criteria of the inactivity period and organization	Timesheet Summary	Summarization of timesheet, leave and activity
Login Audit Logs	Audit entries for login successes and failures	Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact	Uncertified Timesheets	A listing of uncertified timesheets
New Employees	Newly hired employees	Unprocessed Timesheets	A listing of unprocessed timesheets
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization	Unvalidated Timesheets	A listing of unvalidated timesheets
Organization Assignment	Users assigned to each role per organization	USDA Telework Report	Counts of total employee, eligible, telework agreements etc group by POI.
Override Report	Employee Override details		

Figure 93: Reports Page

2. Select the After Hours Report USDA link. The After Hours Report USDA Report Parameters page is displayed.

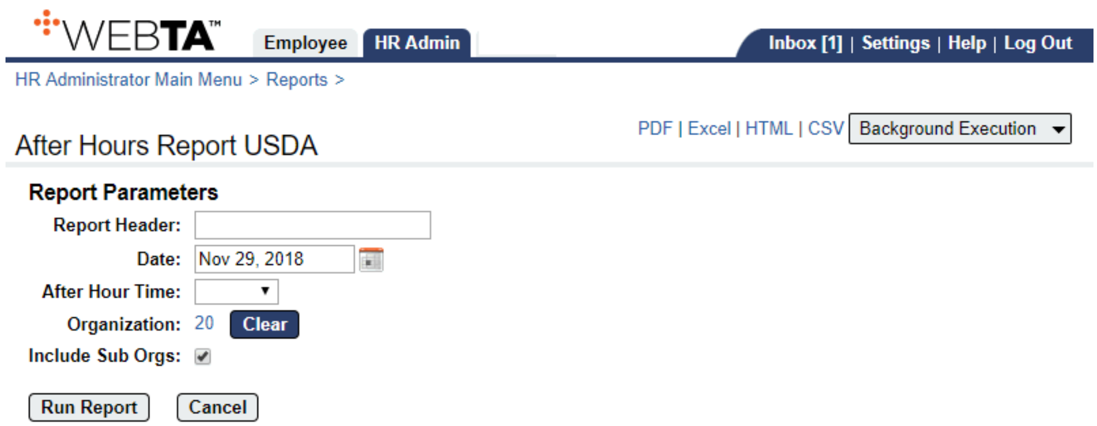


Figure 94: After Hours Report Parameters Page

3. Complete the following fields:

Report Header (see "***Report Header Field Instruction***" on page 233)

Date (see "***Date Field Instruction***" on page 223)

After Hour Time (see "***After Hour Time Field Instruction***" on page 222)

Organization (see "***Organization Field Instruction***" on page 231)

Include Sub Orgs (see "***Include Sub Orgs Field Instruction***" on page 228)

4. Select the **Run Report** button to run and display the report.

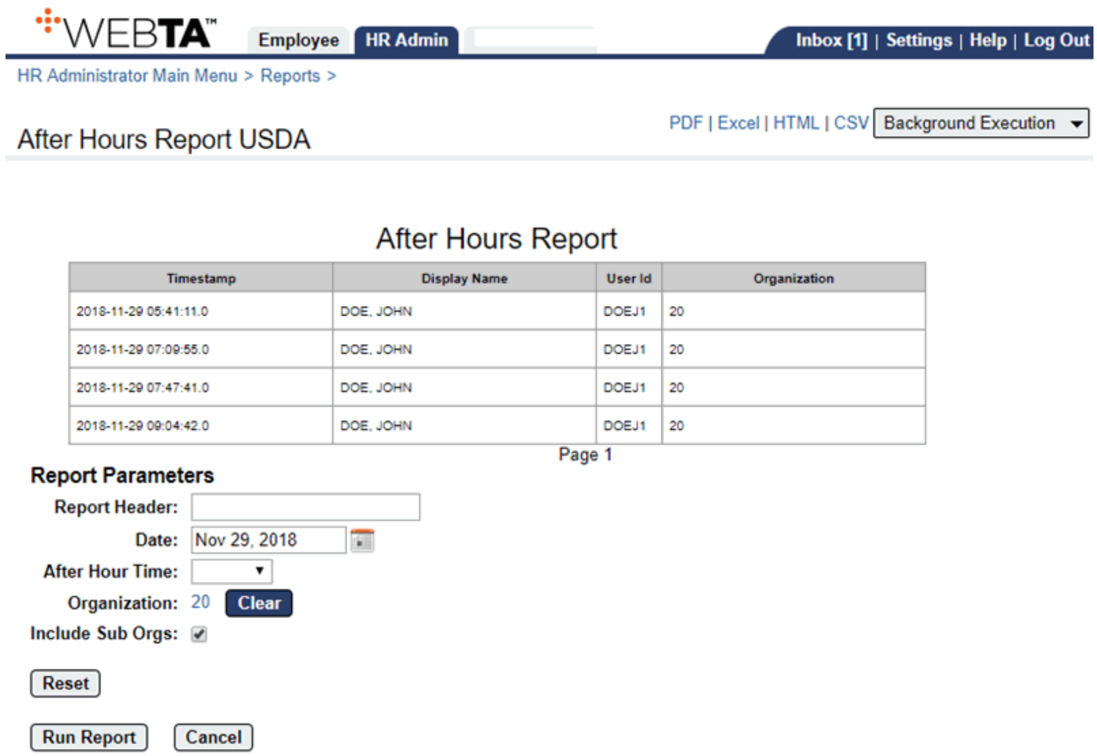


Figure 95: After Hours Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the ***Background Execution*** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see ***My Saved and Scheduled Reports*** (on page 119).

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

Step	Description
Select the **Cancel** button	Returns you to the Reports page.
Select the ***HR Admin*** tab	Returns you to the HR Administrator Menu page.

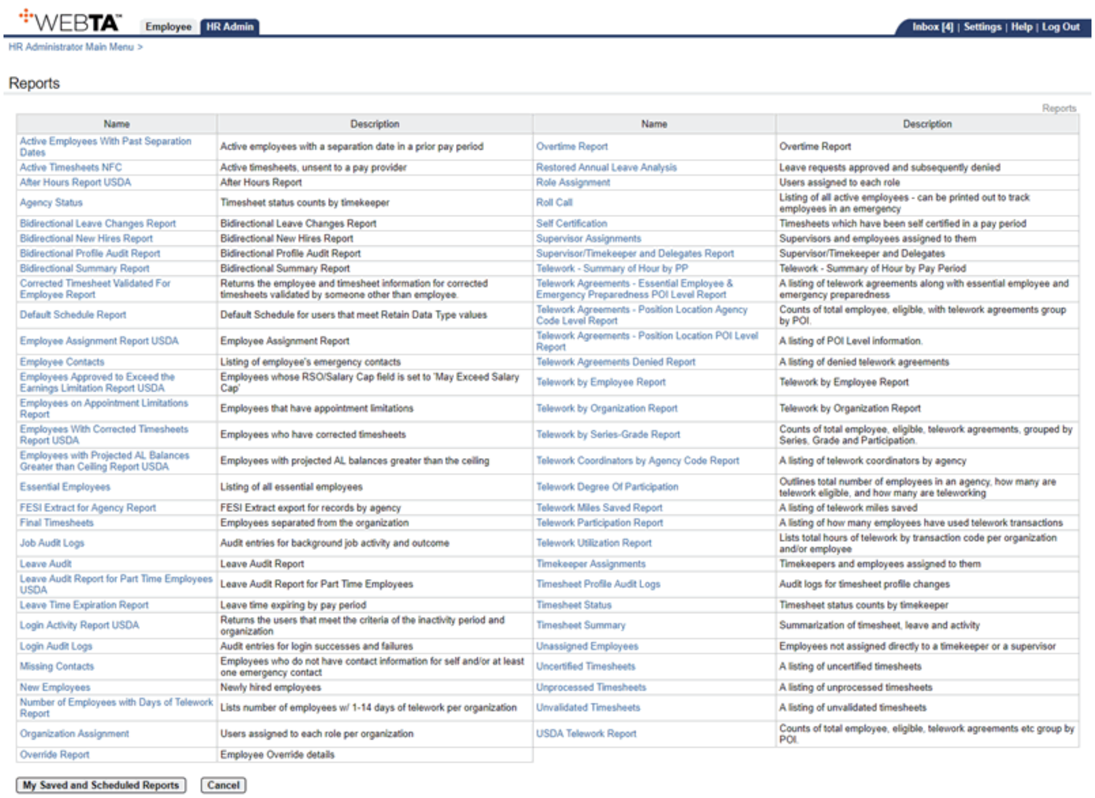
Step	Description
Select ***Log Out***	Logs you out of webTA.

Agency Status

The Agency Status report lists the total number of timesheets and the count of timesheets in **`Pending`**, **`Validated`**, **`Certified`**, **`Processed`**, and **`On Hold`** statuses. The report is listed by pay period and Timekeeper.

To Run the Agency Status Report:

1. Select the ***Reports*** link from the Reports section on the HR Administrator Menu page. The Reports page is displayed.



Name	Description	Name	Description
Active Employees With Past Separation Dates	Active employees with a separation date in a prior pay period	Overtime Report	Overtime Report
Active Timesheets NFC	Active timesheets, unsent to a pay provider	Restored Annual Leave Analysis	Leave requests approved and subsequently denied
After Hours Report USDA	After Hours Report	Role Assignment	Users assigned to each role
Agency Status	Timesheet status counts by timekeeper	Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report	Self Certification	Timesheets which have been self certified in a pay period
Bidirectional New Hires Report	Bidirectional New Hires Report	Supervisor Assignments	Supervisors and employees assigned to them
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report	Supervisor/Timekeeper and Delegates Report	Supervisor/Timekeeper and Delegates
Bidirectional Summary Report	Bidirectional Summary Report	Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.	Telework Agreements - Essential Employee & Emergency Preparedness POI Level Report	A listing of telework agreements along with essential employee and emergency preparedness
Default Schedule Report	Default Schedule for users that meet Retain Data Type values	Telework Agreements - Position Location Agency Code Level Report	Counts of total employee, eligible, with telework agreements group by POI.
Employee Assignment Report USDA	Employee Assignment Report	Telework Agreements - Position Location POI Level Report	A listing of POI Level information.
Employee Contacts	Listing of employee's emergency contacts	Telework Agreements Denied Report	A listing of denied telework agreements
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'	Telework by Employee Report	Telework by Employee Report
Employees on Appointment Limitations Report	Employees that have appointment limitations	Telework by Organization Report	Telework by Organization Report
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets	Telework by Series-Grade Report	Counts of total employee, eligible, telework agreements, grouped by Series, Grade and Participation.
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling	Telework Coordinators by Agency Code Report	A listing of telework coordinators by agency
Essential Employees	Listing of all essential employees	Telework Degree Of Participation	Outlines total number of employees in an agency, how many are telework eligible, and how many are teleworking
FESI Extract for Agency Report	FESI Extract export for records by agency	Telework Miles Saved Report	A listing of telework miles saved
Final Timesheets	Employees separated from the organization	Telework Participation Report	A listing of how many employees have used telework transactions
Job Audit Logs	Audit entries for background job activity and outcome	Telework Utilization Report	Lists total hours of telework by transaction code per organization and/or employee
Leave Audit	Leave Audit Report	Timekeeper Assignments	Timekeepers and employees assigned to them
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees	Timesheet Profile Audit Logs	Audit logs for timesheet profile changes
Leave Time Expiration Report	Leave time expiring by pay period	Timesheet Status	Timesheet status counts by timekeeper
Login Activity Report USDA	Returns the users that meet the criteria of the inactivity period and organization	Timesheet Summary	Summarization of timesheet, leave and activity
Login Audit Logs	Audit entries for login successes and failures	Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact	Uncertified Timesheets	A listing of uncertified timesheets
New Employees	Newly hired employees	Unprocessed Timesheets	A listing of unprocessed timesheets
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization	Unvalidated Timesheets	A listing of unvalidated timesheets
Organization Assignment	Users assigned to each role per organization	USDA Telework Report	Counts of total employee, eligible, telework agreements etc group by POI.
Override Report	Employee Override details		

Figure 96: Reports Page

2. Select the ***Agency Status*** link. The Agency Status Report Parameters page is displayed.

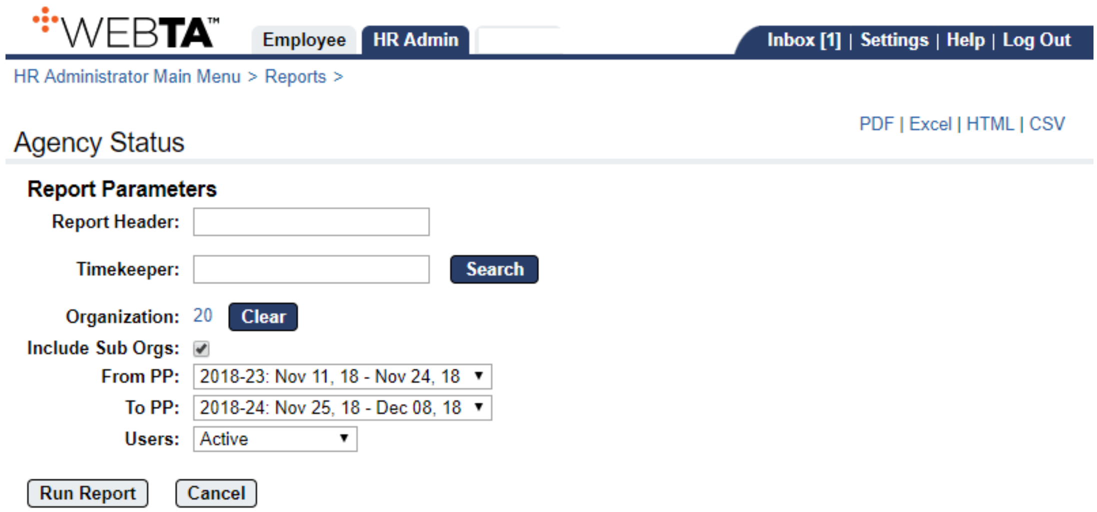


Figure 97: Agency Status Report Parameters Page

3. Complete the following Report Parameters fields:

Report Header (see "***Report Header Field Instruction***" on page 233)

Timekeeper (see "***Timekeeper Field Instruction - Report Parameters***" on page 238)

Organization (see "***Organization Field Instruction***" on page 231)

Include Sub Orgs (see "***Include Sub Orgs Field Instruction***" on page 228)

From PP (see "***From PP Field Instruction***" on page 226)

To PP (see "***To PP Field Instruction***" on page 238)

Users (see "***Users Field Instruction***" on page 240)

4. Select the **Run Report** button to run and display the report.

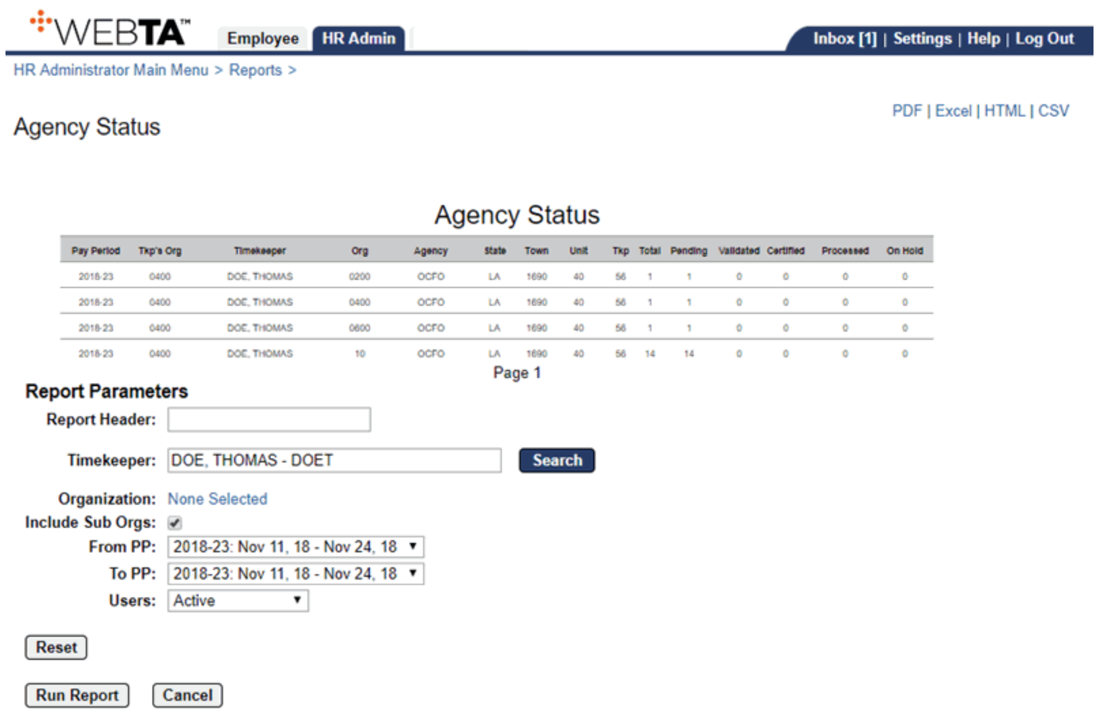


Figure 98: Agency Status Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

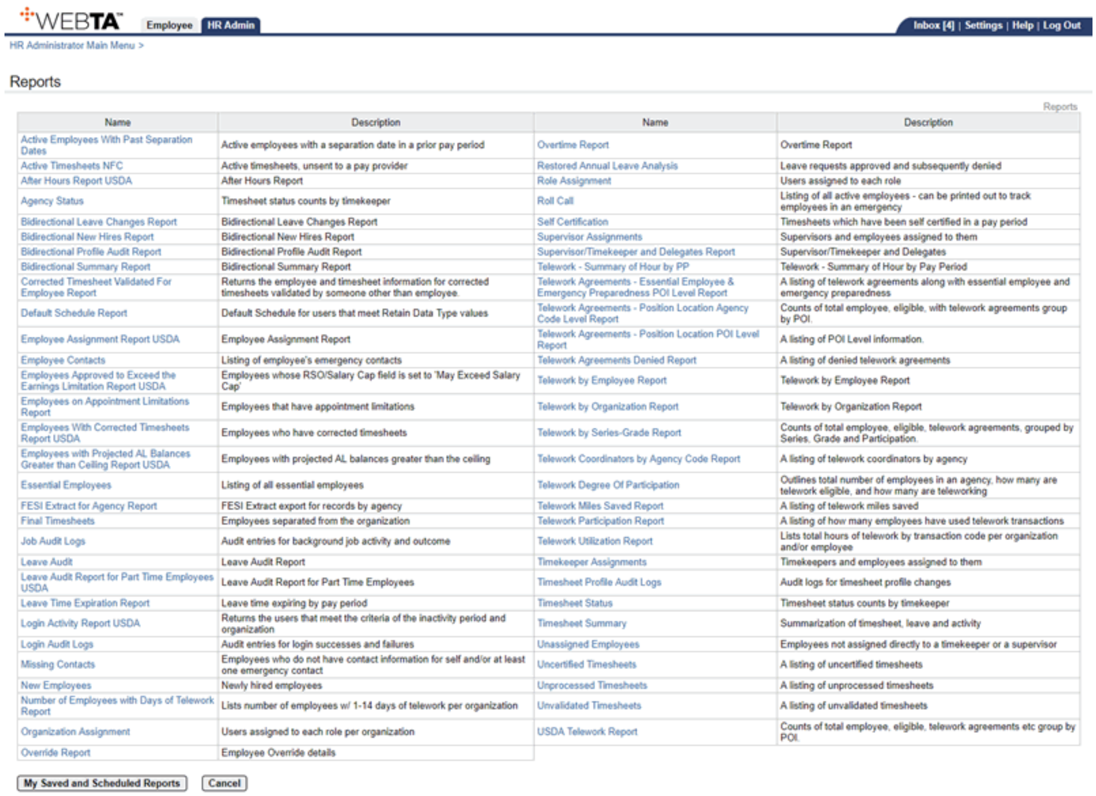
Step	Description
Select the **Cancel** button	Returns you to the Reports page.
Select the ***HR Admin*** tab	Returns you to the HR Administrator Menu page.
Select ***Log Out***	Logs you out of webTA.

Default Schedule Report

The Default Schedule report provides a list of default schedules for users that meet the retain data qualifications.

To Run the Default Schedule Report:

1. Select the ***Reports*** link from the Reports section on the HR Administrator Menu page. The Reports page is displayed.



WEBTA Employee HR Admin Inbox [4] | Settings | Help | Log Out

HR Administrator Main Menu >

Reports

Name	Description	Name	Description
Active Employees With Past Separation Dates	Active employees with a separation date in a prior pay period	Overtime Report	Overtime Report
Active Timesheets NFC	Active timesheets, unsent to a pay provider	Restored Annual Leave Analysis	Leave requests approved and subsequently denied
After Hours Report USDA	After Hours Report	Role Assignment	Users assigned to each role
Agency Status	Timesheet status counts by timekeeper	Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report	Self Certification	Timesheets which have been self certified in a pay period
Bidirectional New Hires Report	Bidirectional New Hires Report	Supervisor Assignments	Supervisors and employees assigned to them
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report	Supervisor/Timekeeper and Delegates Report	Supervisor/Timekeeper and Delegates
Bidirectional Summary Report	Bidirectional Summary Report	Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.	Telework Agreements - Essential Employee & Emergency Preparedness POI Level Report	A listing of telework agreements along with essential employee and emergency preparedness
Default Schedule Report	Default Schedule for users that meet Retain Data Type values	Telework Agreements - Position Location Agency Code Level Report	Counts of total employee, eligible, with telework agreements group by POI.
Employee Assignment Report USDA	Employee Assignment Report	Telework Agreements - Position Location POI Level Report	A listing of POI Level information.
Employee Contacts	Listing of employee's emergency contacts	Telework Agreements Denied Report	A listing of denied telework agreements
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'	Telework by Employee Report	Telework by Employee Report
Employees on Appointment Limitations Report	Employees that have appointment limitations	Telework by Organization Report	Telework by Organization Report
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets	Telework by Series-Grade Report	Counts of total employee, eligible, telework agreements, grouped by Series, Grade and Participation.
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling	Telework Coordinators by Agency Code Report	A listing of telework coordinators by agency
Essential Employees	Listing of all essential employees	Telework Degree Of Participation	Outlines total number of employees in an agency, how many are telework eligible, and how many are teleworking
FESI Extract for Agency Report	FESI Extract export for records by agency	Telework Miles Saved Report	A listing of telework miles saved
Final Timesheets	Employees separated from the organization	Telework Participation Report	A listing of how many employees have used telework transactions
Job Audit Logs	Audit entries for background job activity and outcome	Telework Utilization Report	Lists total hours of telework by transaction code per organization and/or employee
Leave Audit	Leave Audit Report	Timekeeper Assignments	Timekeepers and employees assigned to them
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees	Timesheet Profile Audit Logs	Audit logs for timesheet profile changes
Leave Time Expiration Report	Leave time expiring by pay period	Timesheet Status	Timesheet status counts by timekeeper
Login Activity Report USDA	Returns the users that meet the criteria of the inactivity period and organization	Timesheet Summary	Summarization of timesheet, leave and activity
Login Audit Logs	Audit entries for login successes and failures	Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact	Uncertified Timesheets	A listing of uncertified timesheets
New Employees	Newly hired employees	Unprocessed Timesheets	A listing of unprocessed timesheets
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization	Unvalidated Timesheets	A listing of unvalidated timesheets
Organization Assignment	Users assigned to each role per organization	USDA Telework Report	Counts of total employee, eligible, telework agreements etc group by POI.
Override Report	Employee Override details		

My Saved and Scheduled Reports | Cancel

Figure 99: Reports Page

2. Select the ***Default Schedule Report*** link. The Default Schedule Report page is displayed.

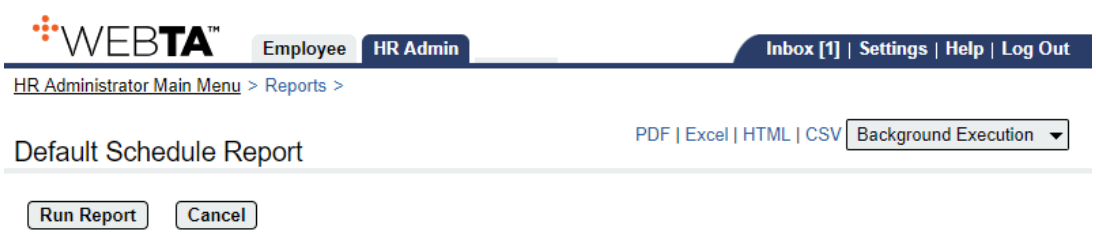
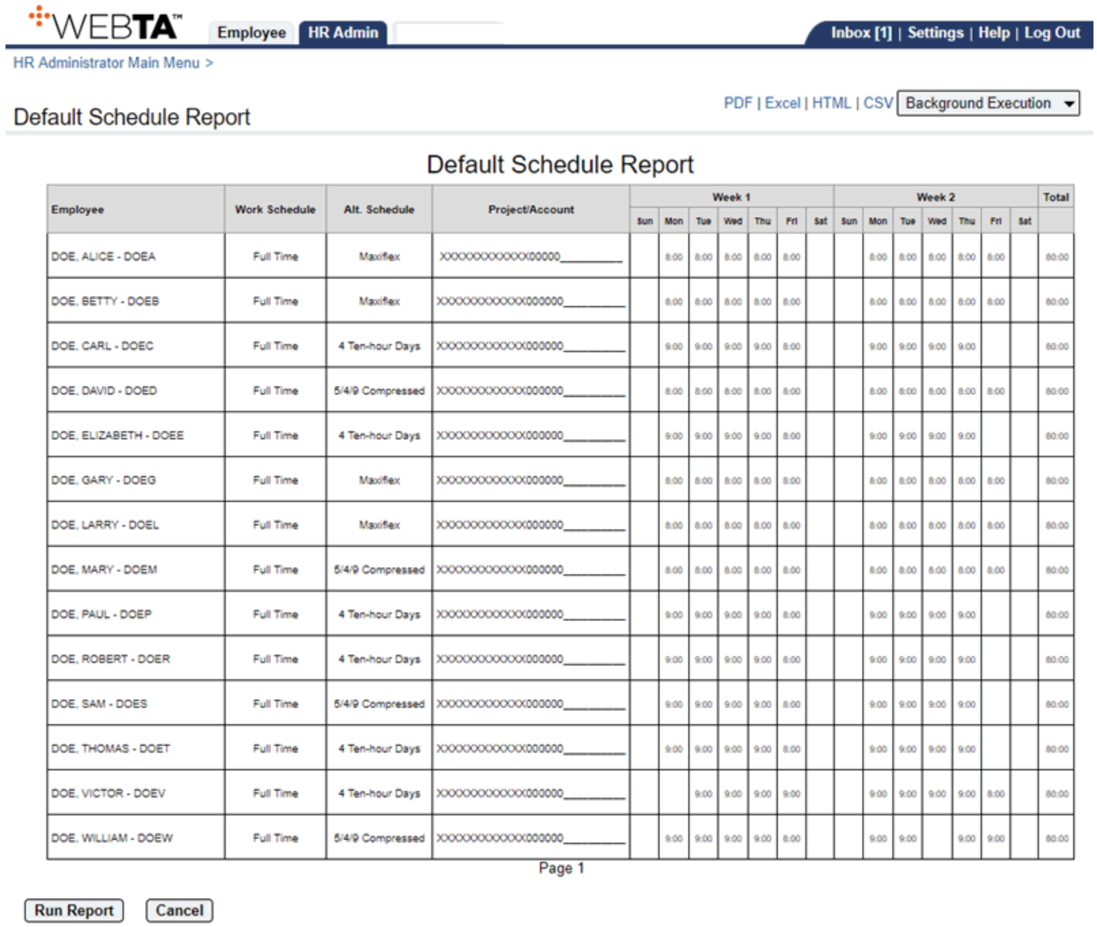


Figure 100: Default Schedule Report Page

3. Select the **Run Report** button to run and display the report.

Note: If none of the supervised employees has a default schedule established, the message *No Records Available* is displayed.



Default Schedule Report

Employee	Work Schedule	Alt. Schedule	Project/Account	Week 1							Week 2							Total
				Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
DOE, ALICE - DOEA	Full Time	Maxiflex	XXXXXXXXXXXX00000__________		8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00		80:00
DOE, BETTY - DOEB	Full Time	Maxiflex	XXXXXXXXXXXX000000__________		8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00		80:00
DOE, CARL - DOEC	Full Time	4 Ten-hour Days	XXXXXXXXXXXX000000__________		9:00	9:00	9:00	9:00	8:00			9:00	9:00	9:00	9:00			80:00
DOE, DAVID - DOED	Full Time	5/4/9 Compressed	XXXXXXXXXXXX000000__________		8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00		80:00
DOE, ELIZABETH - DOEE	Full Time	4 Ten-hour Days	XXXXXXXXXXXX000000__________		9:00	9:00	9:00	9:00	8:00			9:00	9:00	9:00	9:00			80:00
DOE, GARY - DOEG	Full Time	Maxiflex	XXXXXXXXXXXX000000__________		8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00		80:00
DOE, LARRY - DOEL	Full Time	Maxiflex	XXXXXXXXXXXX000000__________		8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00		80:00
DOE, MARY - DOEM	Full Time	5/4/9 Compressed	XXXXXXXXXXXX000000__________		8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00		80:00
DOE, PAUL - DOEP	Full Time	4 Ten-hour Days	XXXXXXXXXXXX000000__________		9:00	9:00	9:00	9:00	8:00			9:00	9:00	9:00	9:00			80:00
DOE, ROBERT - DOER	Full Time	4 Ten-hour Days	XXXXXXXXXXXX000000__________		9:00	9:00	9:00	9:00	8:00			9:00	9:00	9:00	9:00			80:00
DOE, SAM - DOES	Full Time	5/4/9 Compressed	XXXXXXXXXXXX000000__________		9:00	9:00	9:00	9:00	8:00			9:00	9:00	9:00	9:00			80:00
DOE, THOMAS - DOET	Full Time	4 Ten-hour Days	XXXXXXXXXXXX000000__________		9:00	9:00	9:00	9:00	8:00			9:00	9:00	9:00	9:00			80:00
DOE, VICTOR - DOEV	Full Time	4 Ten-hour Days	XXXXXXXXXXXX000000__________			9:00	9:00	9:00	9:00			9:00	9:00	9:00	9:00	8:00		80:00
DOE, WILLIAM - DOEW	Full Time	5/4/9 Compressed	XXXXXXXXXXXX000000__________		9:00	9:00	9:00	9:00	8:00			9:00	9:00		9:00	9:00		80:00

Page 1

Figure 101: Default Schedule Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the ***Background Execution*** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see ***My Saved and Scheduled Reports*** (on page 119).

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

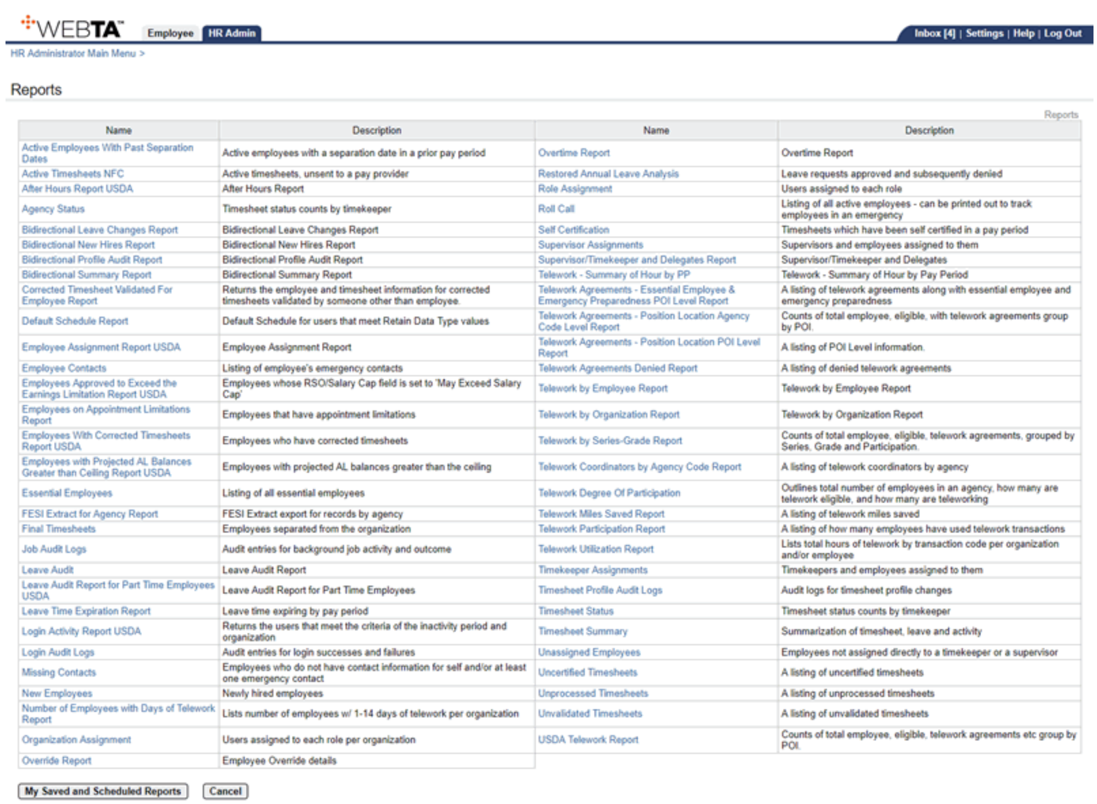
Step	Description
Select the **Cancel** button	Returns you to the Reports page.
Select the ***HR Admin*** tab	Returns you to the HR Administrator Menu page.
Select ***Log Out***	Logs you out of webTA.

Employee Assignment Report USDA

The Employee Assignment Report lists employees and their assigned supervisor. Users may search for an employee and their assigned supervisor, for a supervisor and their assigned employees, or leave both search filters blank to search for all employees and supervisors in their Agency or Department.

To Run the Employee Assignment Report:

1. Select the ***Reports*** link from the Reports section on the HR Administrator Main Menu page. The Reports page is displayed.



Name	Description	Name	Description
Active Employees With Past Separation Dates	Active employees with a separation date in a prior pay period	Overtime Report	Overtime Report
Active Timesheets NFC	Active timesheets, unsent to a pay provider	Restored Annual Leave Analysis	Leave requests approved and subsequently denied
After Hours Report USDA	After Hours Report	Role Assignment	Users assigned to each role
Agency Status	Timesheet status counts by timekeeper	Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report	Self Certification	Timesheets which have been self certified in a pay period
Bidirectional New Hires Report	Bidirectional New Hires Report	Supervisor Assignments	Supervisors and employees assigned to them
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report	Supervisor/Timekeeper and Delegates Report	Supervisor/Timekeeper and Delegates
Bidirectional Summary Report	Bidirectional Summary Report	Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.	Telework Agreements - Essential Employee & Emergency Preparedness POI Level Report	A listing of telework agreements along with essential employee and emergency preparedness
Default Schedule Report	Default Schedule for users that meet Retain Data Type values	Telework Agreements - Position Location Agency Code Level Report	Counts of total employee, eligible, with telework agreements group by POI.
Employee Assignment Report USDA	Employee Assignment Report	Telework Agreements - Position Location POI Level Report	A listing of POI Level information.
Employee Contacts	Listing of employee's emergency contacts	Telework Agreements Denied Report	A listing of denied telework agreements
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'	Telework by Employee Report	Telework by Employee Report
Employees on Appointment Limitations Report	Employees that have appointment limitations	Telework by Organization Report	Telework by Organization Report
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets	Telework by Series-Grade Report	Counts of total employee, eligible, telework agreements, grouped by Series, Grade and Participation.
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling	Telework Coordinators by Agency Code Report	A listing of telework coordinators by agency
Essential Employees	Listing of all essential employees	Telework Degree Of Participation	Outlines total number of employees in an agency, how many are telework eligible, and how many are teleworking
FESI Extract for Agency Report	FESI Extract export for records by agency	Telework Miles Saved Report	A listing of telework miles saved
Final Timesheets	Employees separated from the organization	Telework Participation Report	A listing of how many employees have used telework transactions
Job Audit Logs	Audit entries for background job activity and outcome	Telework Utilization Report	Lists total hours of telework by transaction code per organization and/or employee
Leave Audit	Leave Audit Report	Timekeeper Assignments	Timekeepers and employees assigned to them
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees	Timesheet Profile Audit Logs	Audit logs for timesheet profile changes
Leave Time Expiration Report	Leave time expiring by pay period	Timesheet Status	Timesheet status counts by timekeeper
Login Activity Report USDA	Returns the users that meet the criteria of the inactivity period and organization	Timesheet Summary	Summarization of timesheet, leave and activity
Login Audit Logs	Audit entries for login successes and failures	Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact	Uncertified Timesheets	A listing of uncertified timesheets
New Employees	Newly hired employees	Unprocessed Timesheets	A listing of unprocessed timesheets
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization	Unvalidated Timesheets	A listing of unvalidated timesheets
Organization Assignment	Users assigned to each role per organization	USDA Telework Report	Counts of total employee, eligible, telework agreements etc group by POI.
Override Report	Employee Override details		

Figure 102: Reports Page

2. Select the ***Employee Assignment Report*** link. The Employee Assignment Report Parameters page is displayed.

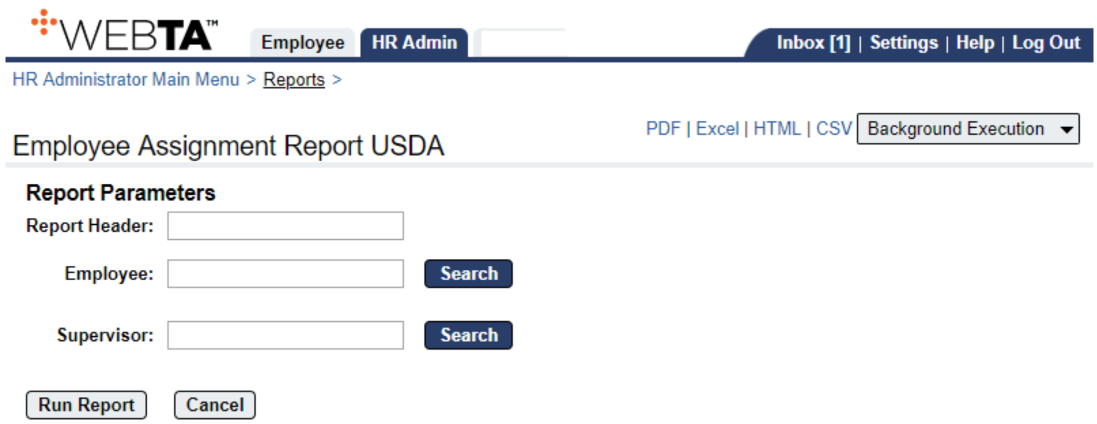


Figure 103: Employee Assignment Report Parameters Page

3. Complete the following Report Parameters fields:

Report Header (see "***Report Header Field Instruction***" on page 233)

Employee (see "***Employee Field Instruction***" on page 225)

Supervisor (see "***Supervisor Field Instruction - Reports***" on page 237)

4. Select the **Run Report** button to run and display the report.

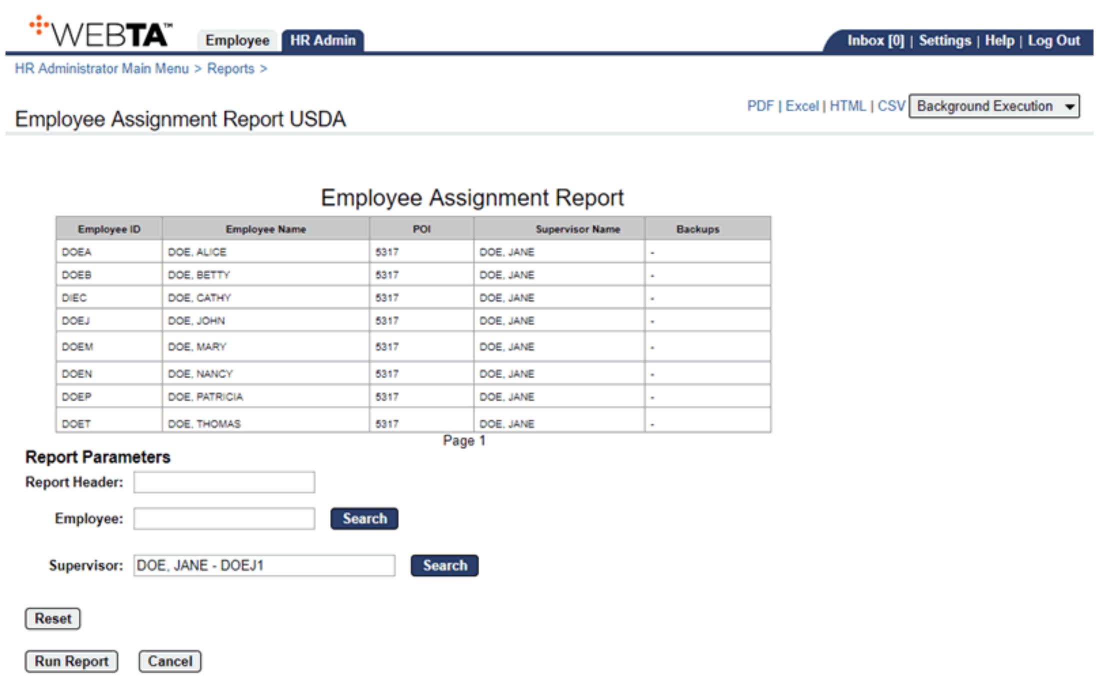


Figure 104: Employee Assignment Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information see ***My Saved and Scheduled Reports*** (on page 119).

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

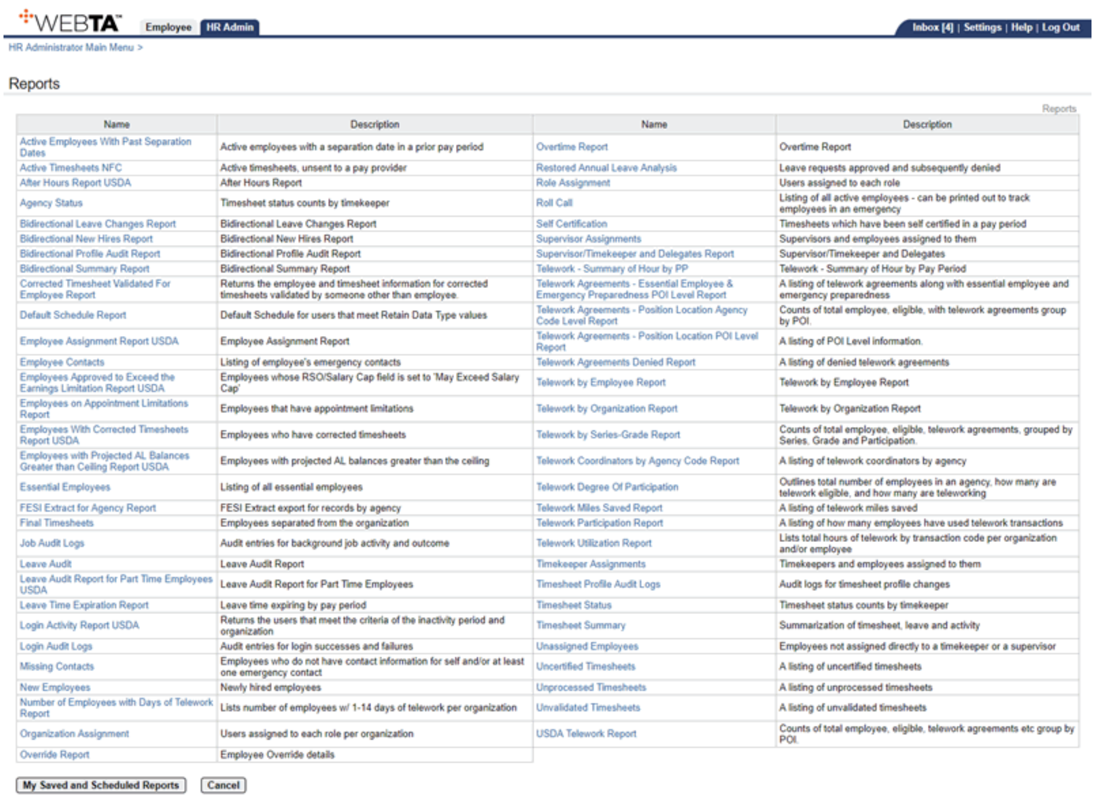
Step	Description
Select the **Cancel** button	Returns you to the Reports page.
Select the ***HR Admin*** tab	Returns you to the HR Administrator Menu page.
Select ***Log Out***	Logs you out of webTA.

Employee Contacts

The Employee Contacts report provides a listing of emergency contacts for employees.

To Run the Employee Contacts Report:

1. Select the ***Reports*** link from the Reports section on the HR Administrator Menu page. The Reports page is displayed.



Name	Description	Name	Description
Active Employees With Past Separation Dates	Active employees with a separation date in a prior pay period	Overtime Report	Overtime Report
Active Timesheets NFC	Active timesheets, unsent to a pay provider	Restored Annual Leave Analysis	Leave requests approved and subsequently denied
After Hours Report USDA	After Hours Report	Role Assignment	Users assigned to each role
Agency Status	Timesheet status counts by timekeeper	Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report	Self Certification	Timesheets which have been self certified in a pay period
Bidirectional New Hires Report	Bidirectional New Hires Report	Supervisor Assignments	Supervisors and employees assigned to them
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report	Supervisor/Timekeeper and Delegates Report	Supervisor/Timekeeper and Delegates
Bidirectional Summary Report	Bidirectional Summary Report	Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.	Telework Agreements - Essential Employee & Emergency Preparedness POI Level Report	A listing of telework agreements along with essential employee and emergency preparedness
Default Schedule Report	Default Schedule for users that meet Retain Data Type values	Telework Agreements - Position Location Agency Code Level Report	Counts of total employee, eligible, with telework agreements group by POI.
Employee Assignment Report USDA	Employee Assignment Report	Telework Agreements - Position Location POI Level Report	A listing of POI Level information.
Employee Contacts	Listing of employee's emergency contacts	Telework Agreements Denied Report	A listing of denied telework agreements
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'	Telework by Employee Report	Telework by Employee Report
Employees on Appointment Limitations Report	Employees that have appointment limitations	Telework by Organization Report	Telework by Organization Report
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets	Telework by Series-Grade Report	Counts of total employee, eligible, telework agreements, grouped by Series, Grade and Participation.
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling	Telework Coordinators by Agency Code Report	A listing of telework coordinators by agency
Essential Employees	Listing of all essential employees	Telework Degree Of Participation	Outlines total number of employees in an agency, how many are telework eligible, and how many are teleworking
FESI Extract for Agency Report	FESI Extract export for records by agency	Telework Miles Saved Report	A listing of telework miles saved
Final Timesheets	Employees separated from the organization	Telework Participation Report	A listing of how many employees have used telework transactions
Job Audit Logs	Audit entries for background job activity and outcome	Telework Utilization Report	Lists total hours of telework by transaction code per organization and/or employee
Leave Audit	Leave Audit Report	Timekeeper Assignments	Timekeepers and employees assigned to them
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees	Timesheet Profile Audit Logs	Audit logs for timesheet profile changes
Leave Time Expiration Report	Leave time expiring by pay period	Timesheet Status	Timesheet status counts by timekeeper
Login Activity Report USDA	Returns the users that meet the criteria of the inactivity period and organization	Timesheet Summary	Summarization of timesheet, leave and activity
Login Audit Logs	Audit entries for login successes and failures	Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact	Uncertified Timesheets	A listing of uncertified timesheets
New Employees	Newly hired employees	Unprocessed Timesheets	A listing of unprocessed timesheets
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization	Unvalidated Timesheets	A listing of unvalidated timesheets
Organization Assignment	Users assigned to each role per organization	USDA Telework Report	Counts of total employee, eligible, telework agreements etc group by POI.
Override Report	Employee Override details		

Figure 105: Reports Page

2. Select the ***Employee Contacts*** link. The Employee Contacts Report Parameters page is displayed.

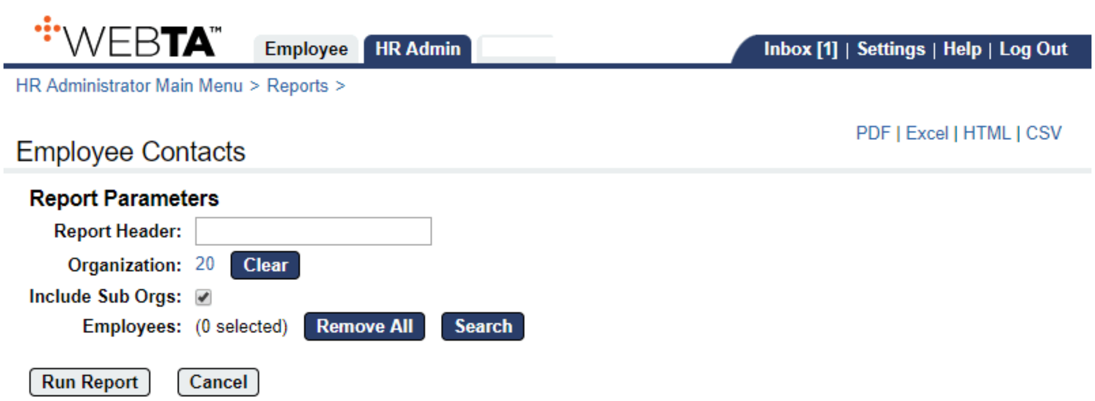


Figure 106: Employee Contacts Report Parameters Page

3. Complete the following fields:

Report Header (see "***Report Header Field Instruction***" on page 233)

Organization (see "***Organization Field Instruction***" on page 231)

Include Sub Orgs (see "***Include Sub Orgs Field Instruction***" on page 228)

Employees (see "***Employee Field Instruction***" on page 225)

4. Select the **Run Report** button to run and display the report.

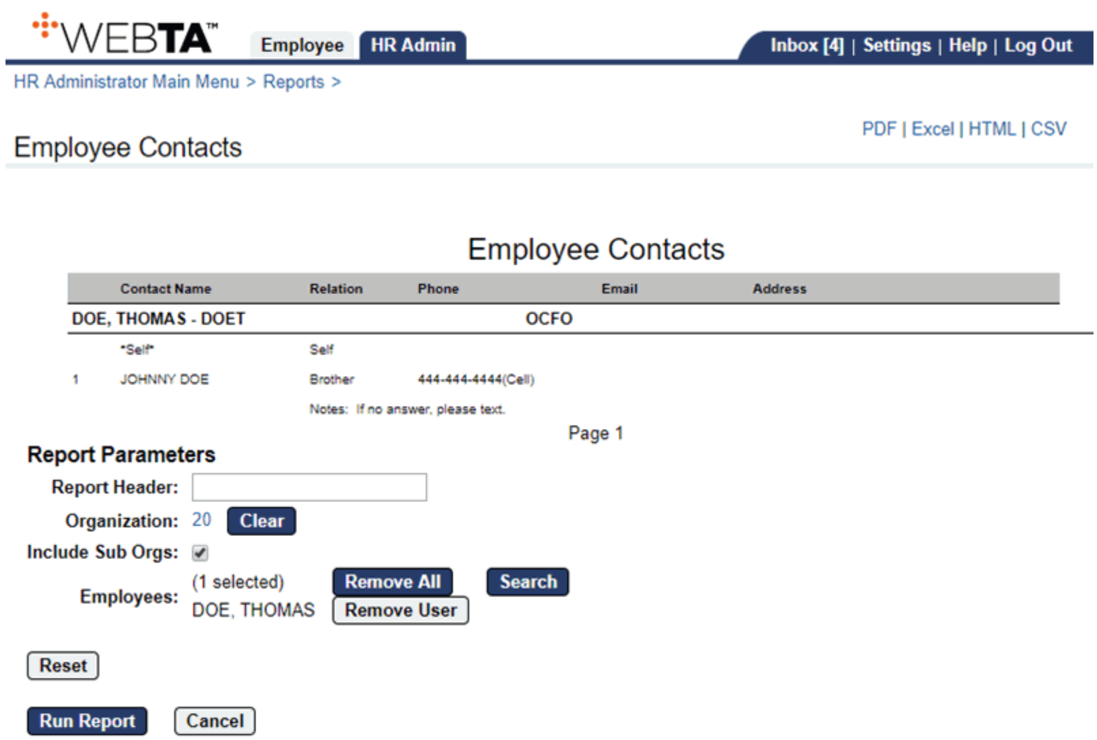


Figure 107: Employee Contacts Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

Step	Description
Select the **Cancel** button	Returns you to the Reports page.
Select the ***HR Admin*** tab	Returns you to the HR Administrator Menu page.

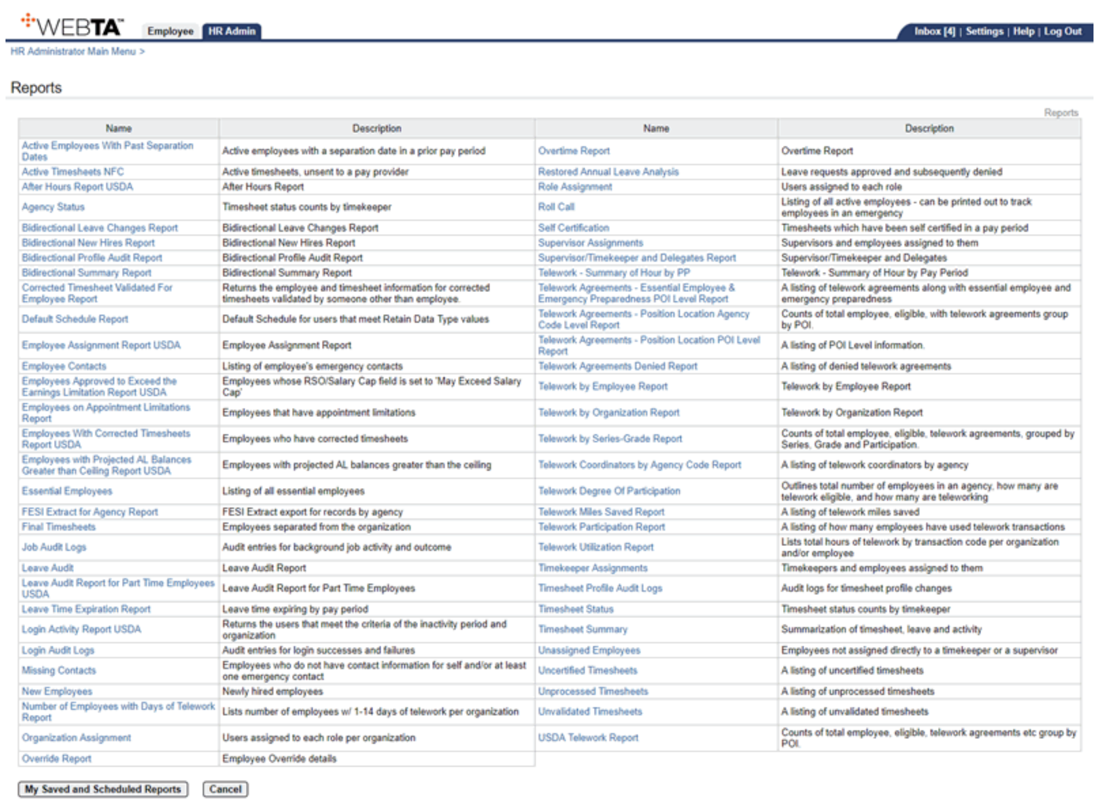
Step	**Description**
Select ***Log Out***	Logs you out of webTA.

Employees Approved to Exceed the Earnings Limitation Report

The Employees Approved to Exceed the Earnings Limitation Report lists the name, user ID, POI, and timekeeper of employees who have been approved to exceed the earnings limitation. The employee's timesheet profile must be coded appropriately in order for the employee to exceed the earnings limitation.

To Run the Employees Approved to Exceed the Earnings Limitation Report:

1. Select the ***Reports*** link from the Reports section on the HR Administrator Menu page. The Reports page is displayed.



WEBTA Employee HR Admin Inbox [4] | Settings | Help | Log Out
HR Administrator Main Menu >

Reports

Reports

Name	Description	Name	Description
Active Employees With Past Separation Dates	Active employees with a separation date in a prior pay period	Overtime Report	Overtime Report
Active Timesheets NFC	Active timesheets, unsent to a pay provider	Restored Annual Leave Analysis	Leave requests approved and subsequently denied
After Hours Report USDA	After Hours Report	Role Assignment	Users assigned to each role
Agency Status	Timesheet status counts by timekeeper	Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report	Self Certification	Timesheets which have been self certified in a pay period
Bidirectional New Hires Report	Bidirectional New Hires Report	Supervisor Assignments	Supervisors and employees assigned to them
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report	Supervisor/Timekeeper and Delegates Report	Supervisor/Timekeeper and Delegates
Bidirectional Summary Report	Bidirectional Summary Report	Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.	Telework Agreements - Essential Employee & Emergency Preparedness POI Level Report	A listing of telework agreements along with essential employee and emergency preparedness
Default Schedule Report	Default Schedule for users that meet Retain Data Type values	Telework Agreements - Position Location Agency Code Level Report	Counts of total employee, eligible, with telework agreements group by POI.
Employee Assignment Report USDA	Employee Assignment Report	Telework Agreements - Position Location POI Level Report	A listing of POI Level information.
Employee Contacts	Listing of employee's emergency contacts	Telework Agreements Denied Report	A listing of denied telework agreements
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'	Telework by Employee Report	Telework by Employee Report
Employees on Appointment Limitations Report	Employees that have appointment limitations	Telework by Organization Report	Telework by Organization Report
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets	Telework by Series-Grade Report	Counts of total employee, eligible, telework agreements, grouped by Series, Grade and Participation.
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling	Telework Coordinators by Agency Code Report	A listing of telework coordinators by agency
Essential Employees	Listing of all essential employees	Telework Degree Of Participation	Outlines total number of employees in an agency, how many are telework eligible, and how many are teleworking
FESI Extract for Agency Report	FESI Extract export for records by agency	Telework Miles Saved Report	A listing of telework miles saved
Final Timesheets	Employees separated from the organization	Telework Participation Report	A listing of how many employees have used telework transactions
Job Audit Logs	Audit entries for background job activity and outcome	Telework Utilization Report	Lists total hours of telework by transaction code per organization and/or employee
Leave Audit	Leave Audit Report	Timekeeper Assignments	Timekeepers and employees assigned to them
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees	Timesheet Profile Audit Logs	Audit logs for timesheet profile changes
Leave Time Expiration Report	Leave time expiring by pay period	Timesheet Status	Timesheet status counts by timekeeper
Login Activity Report USDA	Returns the users that meet the criteria of the inactivity period and organization	Timesheet Summary	Summarization of timesheet, leave and activity
Login Audit Logs	Audit entries for login successes and failures	Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact	Uncertified Timesheets	A listing of uncertified timesheets
New Employees	Newly hired employees	Unprocessed Timesheets	A listing of unprocessed timesheets
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization	Unvalidated Timesheets	A listing of unvalidated timesheets
Organization Assignment	Users assigned to each role per organization	USDA Telework Report	Counts of total employee, eligible, telework agreements etc group by POI.
Override Report	Employee Override details		

My Saved and Scheduled Reports | Cancel

Figure 108: Reports Page

2. Select the ***Employees Approved to Exceed the Earnings Limitation Report*** link. The Employees Approved to Exceed the Earnings Limitation Report Parameters page is displayed.

Figure 109: Employees Approved to Exceed the Earnings Limitation Report Parameters Page

3. Complete the following Report Parameters fields:

Report Header (see "***Report Header Field Instruction***" on page 233)

Employee (see "***Employee Field Instruction***" on page 225)

Employee ID (see "***Employee Id Field***" on page 225)

Agency (see "***Agency Field Instruction***" on page 222)

POI (see "***POI Field Instruction***" on page 233)

Dept Descriptor (see "***Dept Descriptor Field Instruction***" on page 224)

4. Select the **Run Report** button to run and display the report.

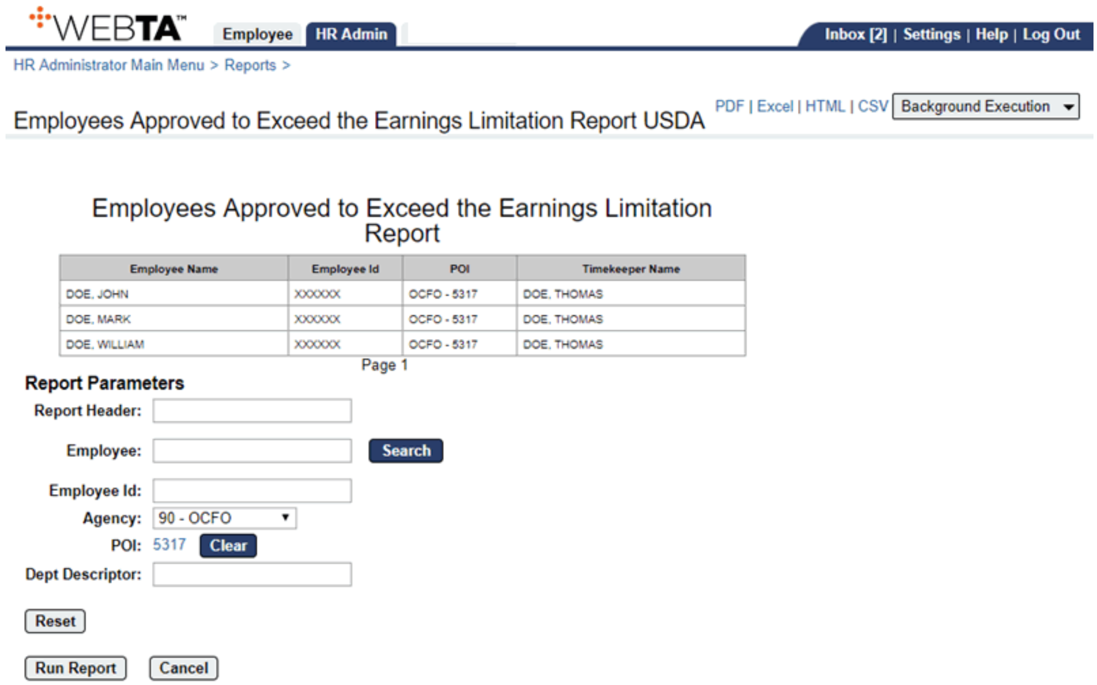


Figure 110: Employees Approved to Exceed the Earnings Limitation Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information see ***My Saved and Scheduled Reports*** (on page 119).

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

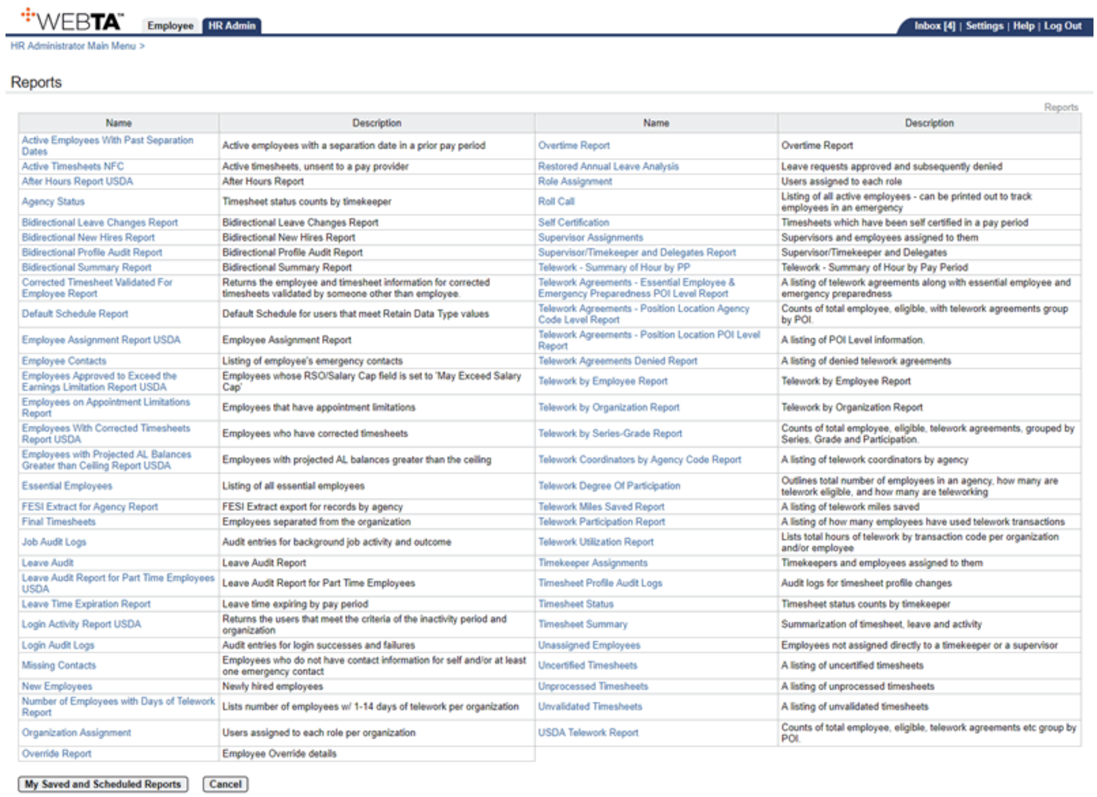
Step	Description
Select the **Cancel** button	Returns you to the Reports menu.
Select the ***HR Admin*** tab	Returns you to the HR Administrator Menu page.
Select ***Log Out***	Logs you out of webTA.

Employees on Appointment Limitations Report

The Employees on Appointment Limitations report provides a list of employees with appointment limitations.

To Run the Employees on Appointment Limitations Report:

1. Select the ***Reports*** link from Reports section on the HR Administrator Menu page. The Reports page is displayed.



Name	Description	Name	Description
Active Employees With Past Separation Dates	Active employees with a separation date in a prior pay period	Overtime Report	Overtime Report
Active Timesheets NFC	Active timesheets, unsent to a pay provider	Restored Annual Leave Analysis	Leave requests approved and subsequently denied
After Hours Report USDA	After Hours Report	Role Assignment	Users assigned to each role
Agency Status	Timesheet status counts by timekeeper	Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report	Self Certification	Timesheets which have been self certified in a pay period
Bidirectional New Hires Report	Bidirectional New Hires Report	Supervisor Assignments	Supervisors and employees assigned to them
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report	Supervisor/Timekeeper and Delegates Report	Supervisor/Timekeeper and Delegates
Bidirectional Summary Report	Bidirectional Summary Report	Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.	Telework Agreements - Essential Employee & Emergency Preparedness POI Level Report	A listing of telework agreements along with essential employee and emergency preparedness
Default Schedule Report	Default Schedule for users that meet Retain Data Type values	Telework Agreements - Position Location Agency Code Level Report	Counts of total employee, eligible, with telework agreements group by POI.
Employee Assignment Report USDA	Employee Assignment Report	Telework Agreements - Position Location POI Level Report	A listing of POI Level information.
Employee Contacts	Listing of employee's emergency contacts	Telework Agreements Denied Report	A listing of denied telework agreements
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'	Telework by Employee Report	Telework by Employee Report
Employees on Appointment Limitations Report	Employees that have appointment limitations	Telework by Organization Report	Telework by Organization Report
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets	Telework by Series-Grade Report	Counts of total employee, eligible, telework agreements, grouped by Series, Grade and Participation.
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling	Telework Coordinators by Agency Code Report	A listing of telework coordinators by agency
Essential Employees	Listing of all essential employees	Telework Degree Of Participation	Outlines total number of employees in an agency, how many are telework eligible, and how many are teleworking
FESI Extract for Agency Report	FESI Extract export for records by agency	Telework Miles Saved Report	A listing of telework miles saved
Final Timesheets	Employees separated from the organization	Telework Participation Report	A listing of how many employees have used telework transactions
Job Audit Logs	Audit entries for background job activity and outcome	Telework Utilization Report	Lists total hours of telework by transaction code per organization and/or employee
Leave Audit	Leave Audit Report	Timekeeper Assignments	Timekeepers and employees assigned to them
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees	Timesheet Profile Audit Logs	Audit logs for timesheet profile changes
Leave Time Expiration Report	Leave time expiring by pay period	Timesheet Status	Timesheet status counts by timekeeper
Login Activity Report USDA	Returns the users that meet the criteria of the inactivity period and organization	Timesheet Summary	Summarization of timesheet, leave and activity
Login Audit Logs	Audit entries for login successes and failures	Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact	Uncertified Timesheets	A listing of uncertified timesheets
New Employees	Newly hired employees	Unprocessed Timesheets	A listing of unprocessed timesheets
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization	Unvalidated Timesheets	A listing of unvalidated timesheets
Organization Assignment	Users assigned to each role per organization	USDA Telework Report	Counts of total employee, eligible, telework agreements etc group by POI.
Override Report	Employee Override details		

Figure 111: Reports Page

2. Select the ***Employees on Appointment Limitations Report*** link. The Employees on Appointment Limitations Report Parameters page is displayed.

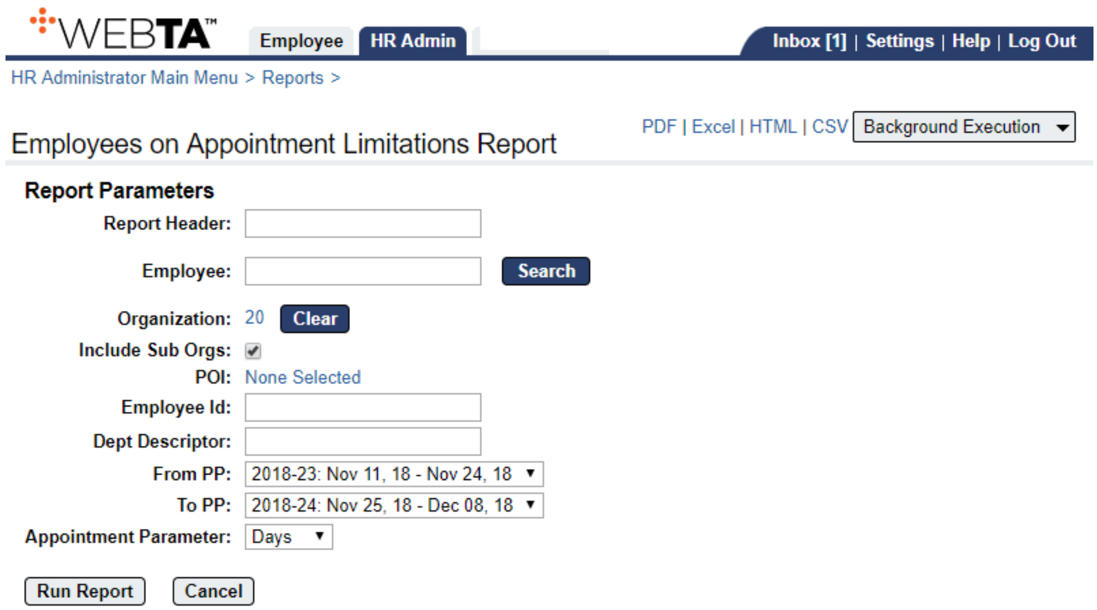


Figure 112: Employees on Appointment Limitations Report Parameters Page

3. Complete the following fields:

Report Header (see "***Report Header Field Instruction***" on page 233)

Employee (see "***Employee Field Instruction***" on page 225)

Organization (see "***Organization Field Instruction***" on page 231)

Include Sub Orgs (see "***Include Sub Orgs Field Instruction***" on page 228)

POI (see "***POI Field Instruction***" on page 233)

Employee Id (see "***Employee Id Field***" on page 225)

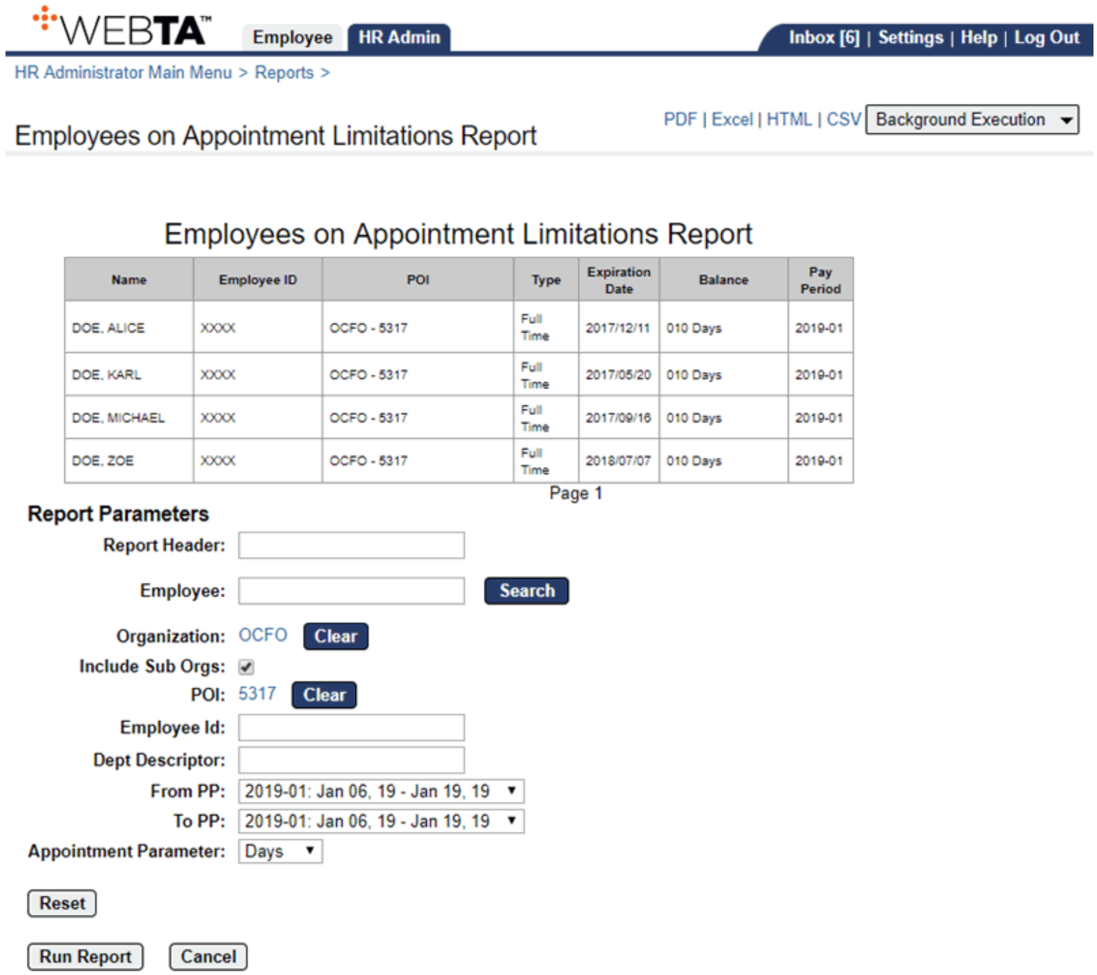
Dept Descriptor (see "***Dept Descriptor Field Instruction***" on page 224)

From PP (see "***From PP Field Instruction***" on page 226)

To PP (see "***To PP Field Instruction***" on page 238)

Appointment Parameter (see "***Appointment Parameter Field Instruction***" on page 223)

4. Select the **Run Report** button to run and display the report.



Name	Employee ID	POI	Type	Expiration Date	Balance	Pay Period
DOE, ALICE	XXXX	OCFO - 5317	Full Time	2017/12/11	010 Days	2019-01
DOE, KARL	XXXX	OCFO - 5317	Full Time	2017/05/20	010 Days	2019-01
DOE, MICHAEL	XXXX	OCFO - 5317	Full Time	2017/09/16	010 Days	2019-01
DOE, ZOE	XXXX	OCFO - 5317	Full Time	2018/07/07	010 Days	2019-01

Figure 113: Employees on Appointment Limitations Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the ***Background Execution*** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see ***My Saved and Scheduled Reports*** (on page 119).

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

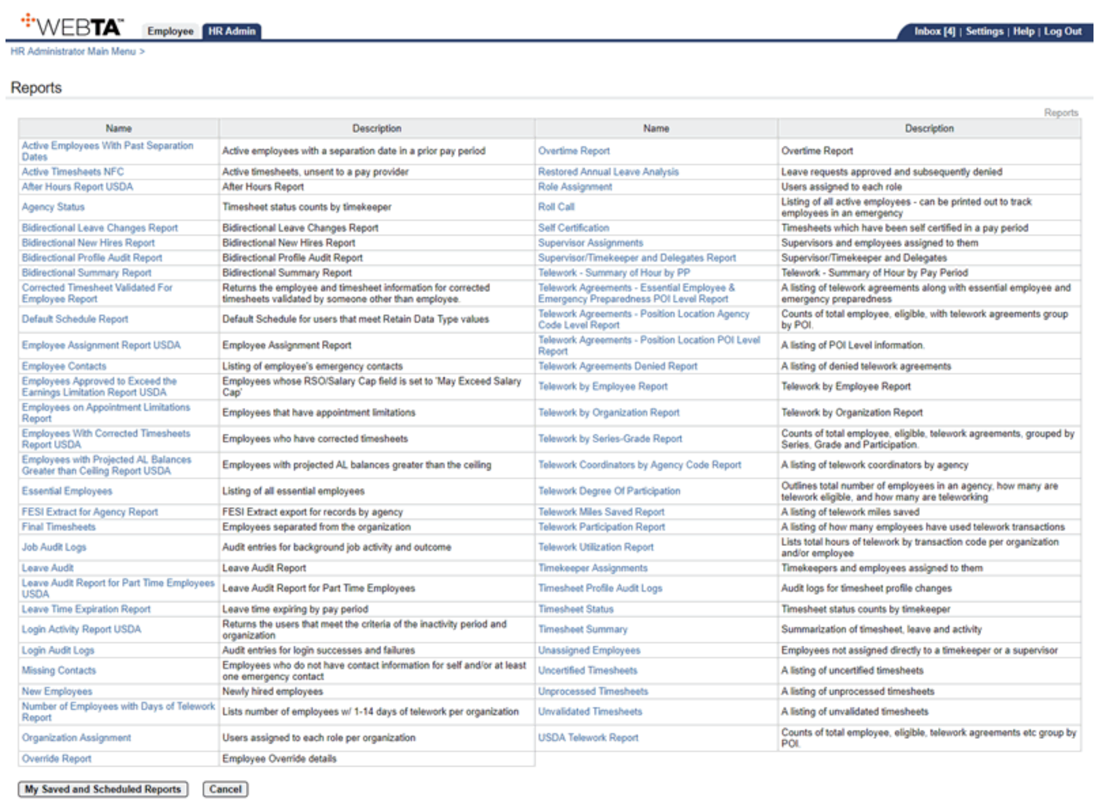
Step	Description
Select the **Cancel** button	Returns you to the Reports page.
Select the ***HR Admin*** tab	Returns you to the HR Administrator Menu page.
Select ***Log Out***	Logs you out of webTA.

Employees with Corrected Timesheets Report

The Employees with Corrected Timesheet Report lists employees who have corrected timesheets.

To Run the Employees with Corrected Timesheets Report:

1. Select the ***Reports*** link from the Reports section on the HR Administrator Menu page. The Reports page is displayed.



Name	Description	Name	Description
Active Employees With Past Separation Dates	Active employees with a separation date in a prior pay period	Overtime Report	Overtime Report
Active Timesheets NFC	Active timesheets, unsent to a pay provider	Restored Annual Leave Analysis	Leave requests approved and subsequently denied
After Hours Report USDA	After Hours Report	Role Assignment	Users assigned to each role
Agency Status	Timesheet status counts by timekeeper	Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report	Self Certification	Timesheets which have been self certified in a pay period
Bidirectional New Hires Report	Bidirectional New Hires Report	Supervisor Assignments	Supervisors and employees assigned to them
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report	Supervisor/Timekeeper and Delegates Report	Supervisor/Timekeeper and Delegates
Bidirectional Summary Report	Bidirectional Summary Report	Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.	Telework Agreements - Essential Employee & Emergency Preparedness POI Level Report	A listing of telework agreements along with essential employee and emergency preparedness
Default Schedule Report	Default Schedule for users that meet Retain Data Type values	Telework Agreements - Position Location Agency Code Level Report	Counts of total employee, eligible, with telework agreements group by POI.
Employee Assignment Report USDA	Employee Assignment Report	Telework Agreements - Position Location POI Level Report	A listing of POI Level information.
Employee Contacts	Listing of employee's emergency contacts	Telework Agreements Denied Report	A listing of denied telework agreements
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'	Telework by Employee Report	Telework by Employee Report
Employees on Appointment Limitations Report	Employees that have appointment limitations	Telework by Organization Report	Telework by Organization Report
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets	Telework by Series-Grade Report	Counts of total employee, eligible, telework agreements, grouped by Series, Grade and Participation.
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling	Telework Coordinators by Agency Code Report	A listing of telework coordinators by agency
Essential Employees	Listing of all essential employees	Telework Degree Of Participation	Outlines total number of employees in an agency, how many are telework eligible, and how many are teleworking
FESI Extract for Agency Report	FESI Extract export for records by agency	Telework Miles Saved Report	A listing of telework miles saved
Final Timesheets	Employees separated from the organization	Telework Participation Report	A listing of how many employees have used telework transactions
Job Audit Logs	Audit entries for background job activity and outcome	Telework Utilization Report	Lists total hours of telework by transaction code per organization and/or employee
Leave Audit	Leave Audit Report	Timekeeper Assignments	Timekeepers and employees assigned to them
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees	Timesheet Profile Audit Logs	Audit logs for timesheet profile changes
Leave Time Expiration Report	Leave time expiring by pay period	Timesheet Status	Timesheet status counts by timekeeper
Login Activity Report USDA	Returns the users that meet the criteria of the inactivity period and organization	Timesheet Summary	Summarization of timesheet, leave and activity
Login Audit Logs	Audit entries for login successes and failures	Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact	Uncertified Timesheets	A listing of uncertified timesheets
New Employees	Newly hired employees	Unprocessed Timesheets	A listing of unprocessed timesheets
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization	Unvalidated Timesheets	A listing of unvalidated timesheets
Organization Assignment	Users assigned to each role per organization	USDA Telework Report	Counts of total employee, eligible, telework agreements etc group by POI.
Override Report	Employee Override details		

Figure 114: Reports Page

2. Select the ***Employees With Corrected Timesheets Report*** link. The Employees With Corrected Timesheets Report Parameters page is displayed.

Figure 115: Employees With Corrected Timesheets Report Parameters Page

3. Complete the following Report Parameters fields:

Report Header (see "***Report Header Field Instruction***" on page 233)

From PP (see "***From PP Field Instruction***" on page 226)

To PP (see "***To PP Field Instruction***" on page 238)

Organization (see "***Organization Field Instruction***" on page 231)

Include Sub Orgs (see "***Include Sub Orgs Field Instruction***" on page 228)

POI (see "***POI Field Instruction***" on page 233)

Dept Descriptor (see "***Dept Descriptor Field Instruction***" on page 224)

4. Select the **Run Report** button to run and display the report.

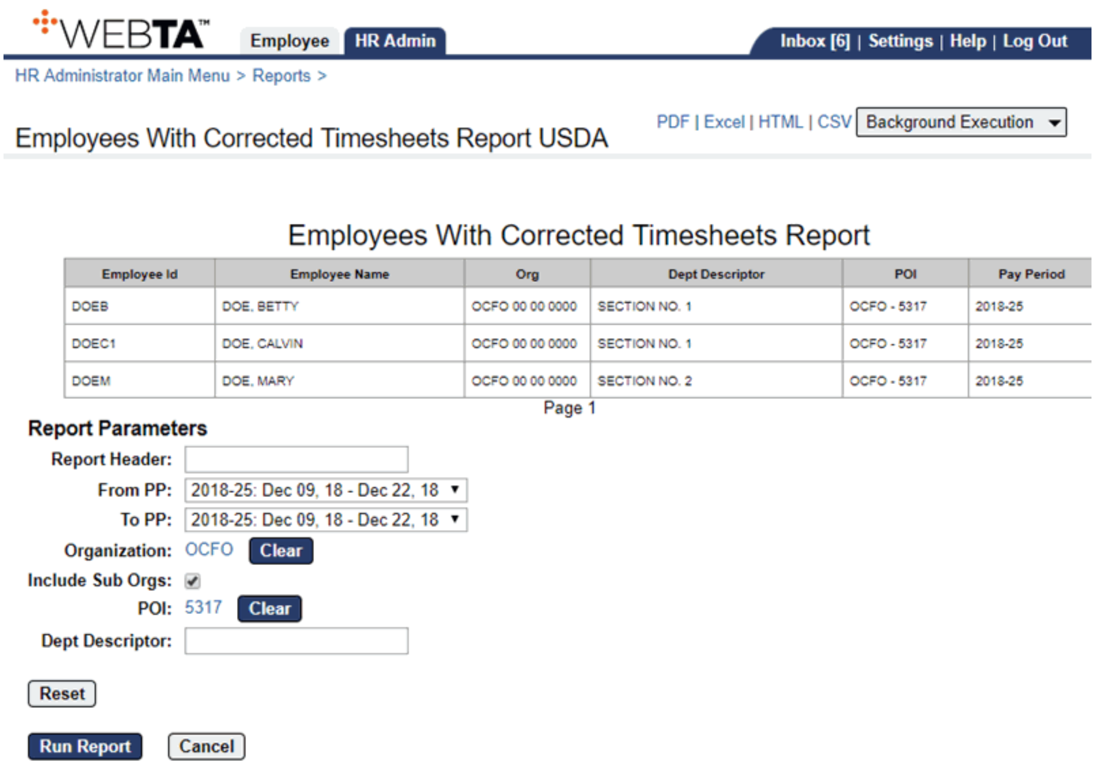


Figure 116: Employees With Corrected Timesheets Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see ***My Saved and Scheduled Reports*** (on page 119).

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

Step	Description
Select the **Cancel** button	Returns you to the Reports page.
Select the ***HR Admin*** tab	Returns you to the HR Administrator Menu page.

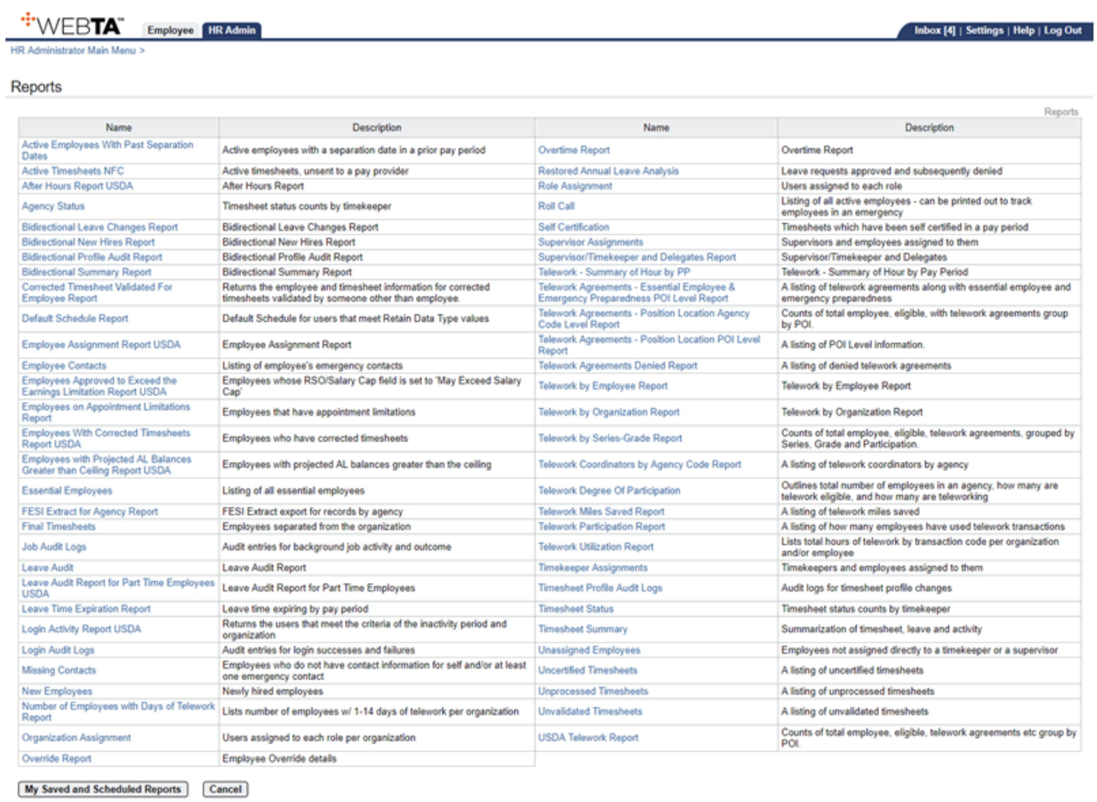
Step	Description
Select ***Log Out***	Logs you out of webTA.

Employees with Projected AL Balances Greater than Ceiling Report

The Employees with Projected AL Balances Greater than Ceiling Report provides a list of employees with an end of year projected annual leave balance greater than the annual leave ceiling.

To Run the Employees with Projected AL Balances Greater than Ceiling Report:

1. Select the ***Reports*** link from the Reports section on the HR Administrator Menu page. The Reports page is displayed.


WEBTA Employee HR Admin Inbox [4] | Settings | Help | Log Out
HR Administrator Main Menu >

Reports

Name	Description	Name	Description
Active Employees With Past Separation Dates	Active employees with a separation date in a prior pay period	Overtime Report	Overtime Report
Active Timesheets NFC	Active timesheets, unsent to a pay provider	Restored Annual Leave Analysis	Leave requests approved and subsequently denied
After Hours Report USDA	After Hours Report	Role Assignment	Users assigned to each role
Agency Status	Timesheet status counts by timekeeper	Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report	Self Certification	Timesheets which have been self certified in a pay period
Bidirectional New Hires Report	Bidirectional New Hires Report	Supervisor Assignments	Supervisors and employees assigned to them
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report	Supervisor/Timekeeper and Delegates Report	Supervisor/Timekeeper and Delegates
Bidirectional Summary Report	Bidirectional Summary Report	Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.	Telework Agreements - Essential Employee & Emergency Preparedness POI Level Report	A listing of telework agreements along with essential employee and emergency preparedness
Default Schedule Report	Default Schedule for users that meet Retain Data Type values	Telework Agreements - Position Location Agency Code Level Report	Counts of total employee, eligible, with telework agreements group by POI.
Employee Assignment Report USDA	Employee Assignment Report	Telework Agreements - Position Location POI Level Report	A listing of POI Level information.
Employee Contacts	Listing of employee's emergency contacts	Telework Agreements Denied Report	A listing of denied telework agreements
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'	Telework by Employee Report	Telework by Employee Report
Employees on Appointment Limitations Report	Employees that have appointment limitations	Telework by Organization Report	Telework by Organization Report
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets	Telework by Series-Grade Report	Counts of total employee, eligible, telework agreements, grouped by Series, Grade and Participation.
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling	Telework Coordinators by Agency Code Report	A listing of telework coordinators by agency
Essential Employees	Listing of all essential employees	Telework Degree Of Participation	Outlines total number of employees in an agency, how many are telework eligible, and how many are teleworking
FESI Extract for Agency Report	FESI Extract export for records by agency	Telework Miles Saved Report	A listing of telework miles saved
Final Timesheets	Employees separated from the organization	Telework Participation Report	A listing of how many employees have used telework transactions
Job Audit Logs	Audit entries for background job activity and outcome	Telework Utilization Report	Lists total hours of telework by transaction code per organization and/or employee
Leave Audit	Leave Audit Report	Timekeeper Assignments	Timekeepers and employees assigned to them
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees	Timesheet Profile Audit Logs	Audit logs for timesheet profile changes
Leave Time Expiration Report	Leave time expiring by pay period	Timesheet Status	Timesheet status counts by timekeeper
Login Activity Report USDA	Returns the users that meet the criteria of the inactivity period and organization	Timesheet Summary	Summarization of timesheet, leave and activity
Login Audit Logs	Audit entries for login successes and failures	Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact	Uncertified Timesheets	A listing of uncertified timesheets
New Employees	Newly hired employees	Unprocessed Timesheets	A listing of unprocessed timesheets
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization	Unvalidated Timesheets	A listing of unvalidated timesheets
Organization Assignment	Users assigned to each role per organization	USDA Telework Report	Counts of total employee, eligible, telework agreements etc group by POI.
Override Report	Employee Override details		

My Saved and Scheduled Reports | Cancel

Figure 117: Reports Page

2. Select the ***Employees with Projected AL Balances Greater than Ceiling Report*** link. The Employees with Projected AL Balances Greater than Ceiling Report Parameters page is displayed.

Figure 118: Employees with Projected AL Balances Greater than Ceiling Report Parameters Page

3. Complete the following Report Parameters fields:

Report Header (see "***Report Header Field Instruction***" on page 233)

Employee (see "***Employee Field Instruction***" on page 225)

Organization (see "***Organization Field Instruction***" on page 231)

Include Sub Orgs (see "***Include Sub Orgs Field Instruction***" on page 228)

Dept Descriptor (see "***Dept Descriptor Field Instruction***" on page 224)

4. Select the **Run Report** button to run and display the report.

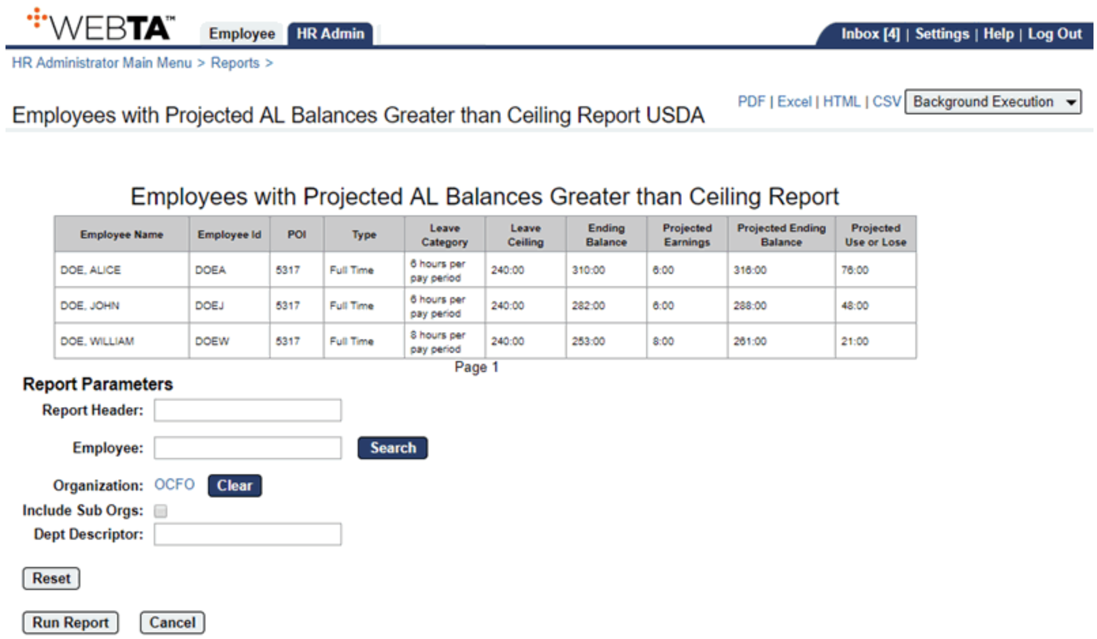


Figure 119: Employees with Projected AL Balances Greater than Ceiling Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see ***My Saved and Scheduled Reports*** (on page 119).

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

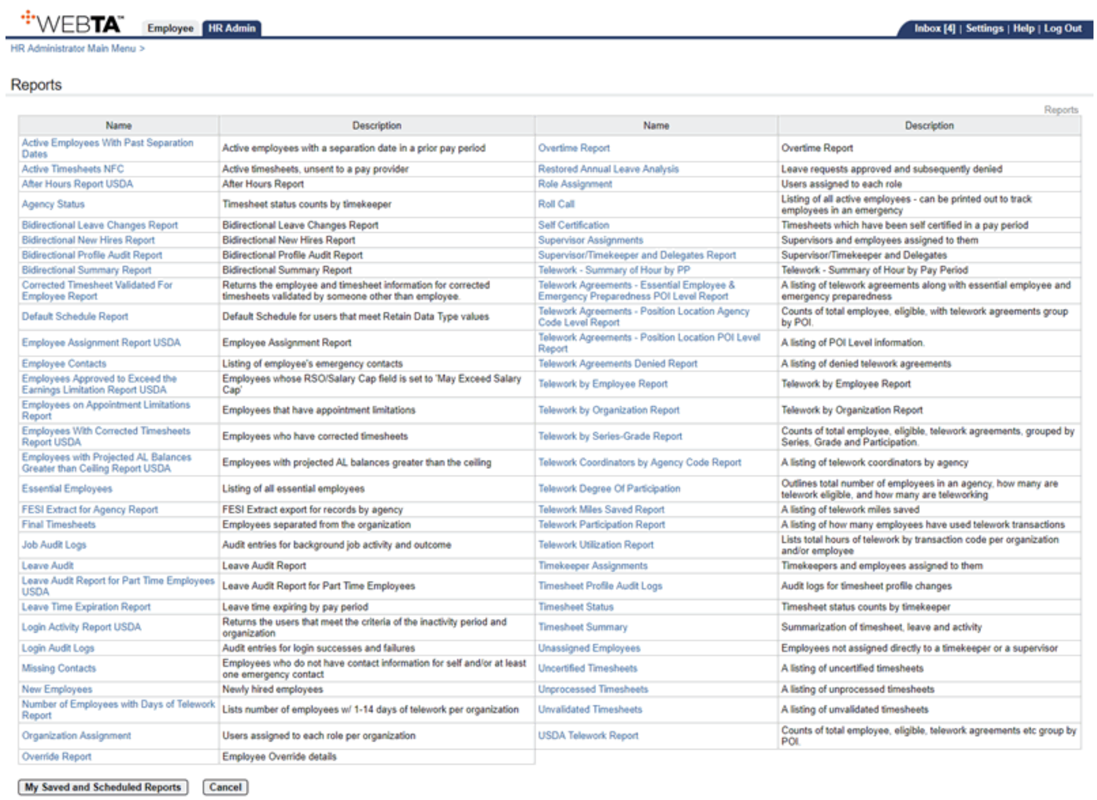
Step	Description
Select the **Cancel** button	Returns you to the Reports page.
Select the ***HR Admin*** tab	Returns you to the HR Administrator Menu page.
Select ***Log Out***	Logs you out of webTA.

Essential Employees

The Essential Employees report provides a list of employees identified as essential on their employee profile. It also contains emergency contact information for those employees.

To Run the Essential Employees Report:

1. Select the ***Reports*** link from the Reports section on the HR Administrator Menu page. The Reports page is displayed.



WEBTA Employee HR Admin
Inbox [4] | Settings | Help | Log Out
HR Administrator Main Menu >

Reports

Reports

Name	Description	Name	Description
Active Employees With Past Separation Dates	Active employees with a separation date in a prior pay period	Overtime Report	Overtime Report
Active Timesheets NFC	Active timesheets, unsent to a pay provider	Restored Annual Leave Analysis	Leave requests approved and subsequently denied
After Hours Report USDA	After Hours Report	Role Assignment	Users assigned to each role
Agency Status	Timesheet status counts by timekeeper	Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report	Self Certification	Timesheets which have been self certified in a pay period
Bidirectional New Hires Report	Bidirectional New Hires Report	Supervisor Assignments	Supervisors and employees assigned to them
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report	Supervisor/Timekeeper and Delegates Report	Supervisor/Timekeeper and Delegates
Bidirectional Summary Report	Bidirectional Summary Report	Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.	Telework Agreements - Essential Employee & Emergency Preparedness POI Level Report	A listing of telework agreements along with essential employee and emergency preparedness
Default Schedule Report	Default Schedule for users that meet Retain Data Type values	Telework Agreements - Position Location Agency Code Level Report	Counts of total employee, eligible, with telework agreements group by POI.
Employee Assignment Report USDA	Employee Assignment Report	Telework Agreements - Position Location POI Level Report	A listing of POI Level information.
Employee Contacts	Listing of employee's emergency contacts	Telework Agreements Denied Report	A listing of denied telework agreements
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'	Telework by Employee Report	Telework by Employee Report
Employees on Appointment Limitations Report	Employees that have appointment limitations	Telework by Organization Report	Telework by Organization Report
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets	Telework by Series-Grade Report	Counts of total employee, eligible, telework agreements, grouped by Series, Grade and Participation.
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling	Telework Coordinators by Agency Code Report	A listing of telework coordinators by agency
Essential Employees	Listing of all essential employees	Telework Degree Of Participation	Outlines total number of employees in an agency, how many are telework eligible, and how many are teleworking
FESI Extract for Agency Report	FESI Extract export for records by agency	Telework Miles Saved Report	A listing of telework miles saved
Final Timesheets	Employees separated from the organization	Telework Participation Report	A listing of how many employees have used telework transactions
Job Audit Logs	Audit entries for background job activity and outcome	Telework Utilization Report	Lists total hours of telework by transaction code per organization and/or employee
Leave Audit	Leave Audit Report	Timekeeper Assignments	Timekeepers and employees assigned to them
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees	Timesheet Profile Audit Logs	Audit logs for timesheet profile changes
Leave Time Expiration Report	Leave time expiring by pay period	Timesheet Status	Timesheet status counts by timekeeper
Login Activity Report USDA	Returns the users that meet the criteria of the inactivity period and organization	Timesheet Summary	Summarization of timesheet, leave and activity
Login Audit Logs	Audit entries for login successes and failures	Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact	Uncertified Timesheets	A listing of uncertified timesheets
New Employees	Newly hired employees	Unprocessed Timesheets	A listing of unprocessed timesheets
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization	Unvalidated Timesheets	A listing of unvalidated timesheets
Organization Assignment	Users assigned to each role per organization	USDA Telework Report	Counts of total employee, eligible, telework agreements etc group by POI.
Override Report	Employee Override details		

My Saved and Scheduled Reports | Cancel

Figure 120: Reports Page

2. Select the ***Essential Employees*** link. The Essential Employees Report Parameters page is displayed.

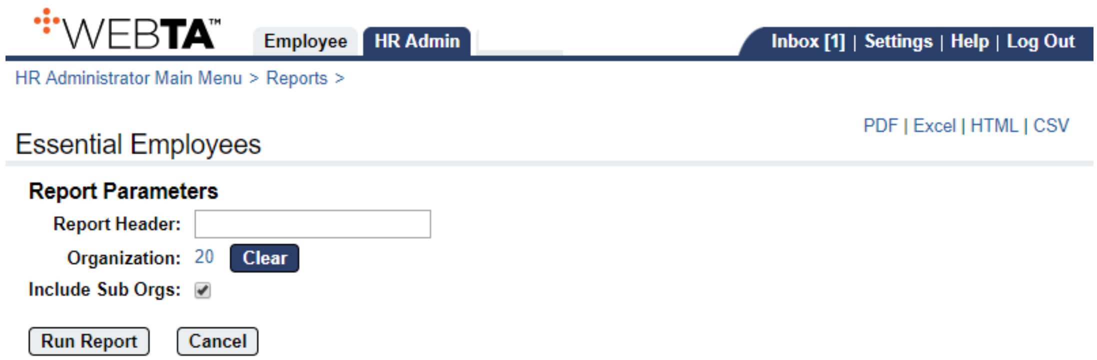


Figure 121: Essential Employees Report Parameters Page

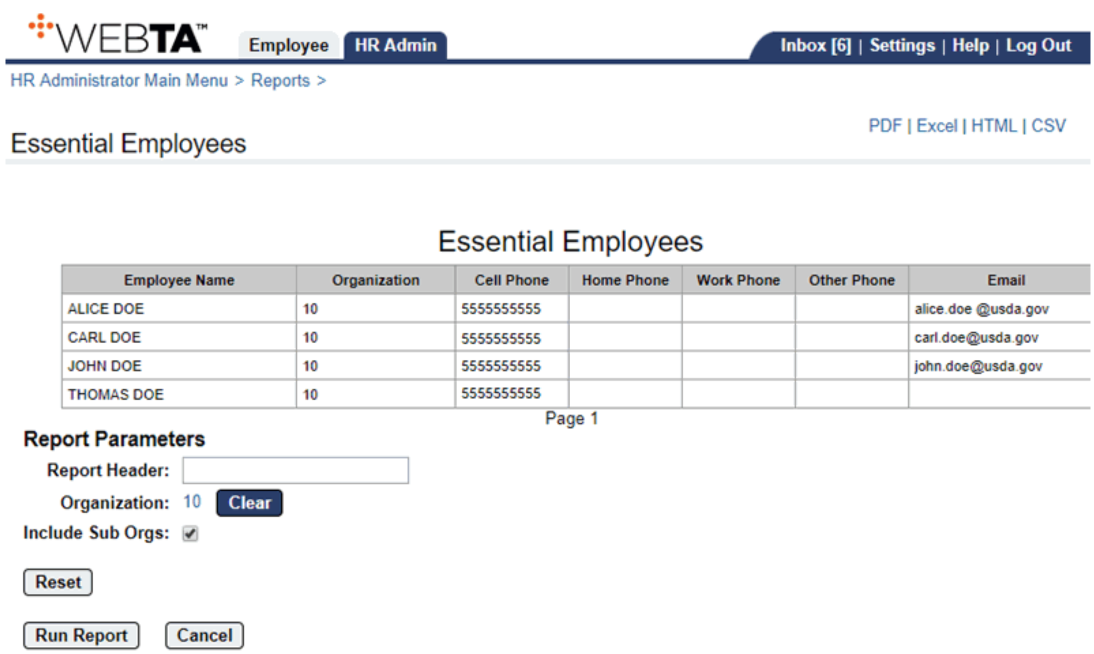
3. Complete the following fields:

Report Header (see "***Report Header Field Instruction***" on page 233)

Organization (see "***Organization Field Instruction***" on page 231)

Include Sub Orgs (see "***Include Sub Orgs Field Instruction***" on page 228)

4. Select the **Run Report** button to run and display the report.



Employee Name	Organization	Cell Phone	Home Phone	Work Phone	Other Phone	Email
ALICE DOE	10	5555555555				alice.doe @usda.gov
CARL DOE	10	5555555555				carl.doe@usda.gov
JOHN DOE	10	5555555555				john.doe@usda.gov
THOMAS DOE	10	5555555555				

Figure 122: Essential Employees Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

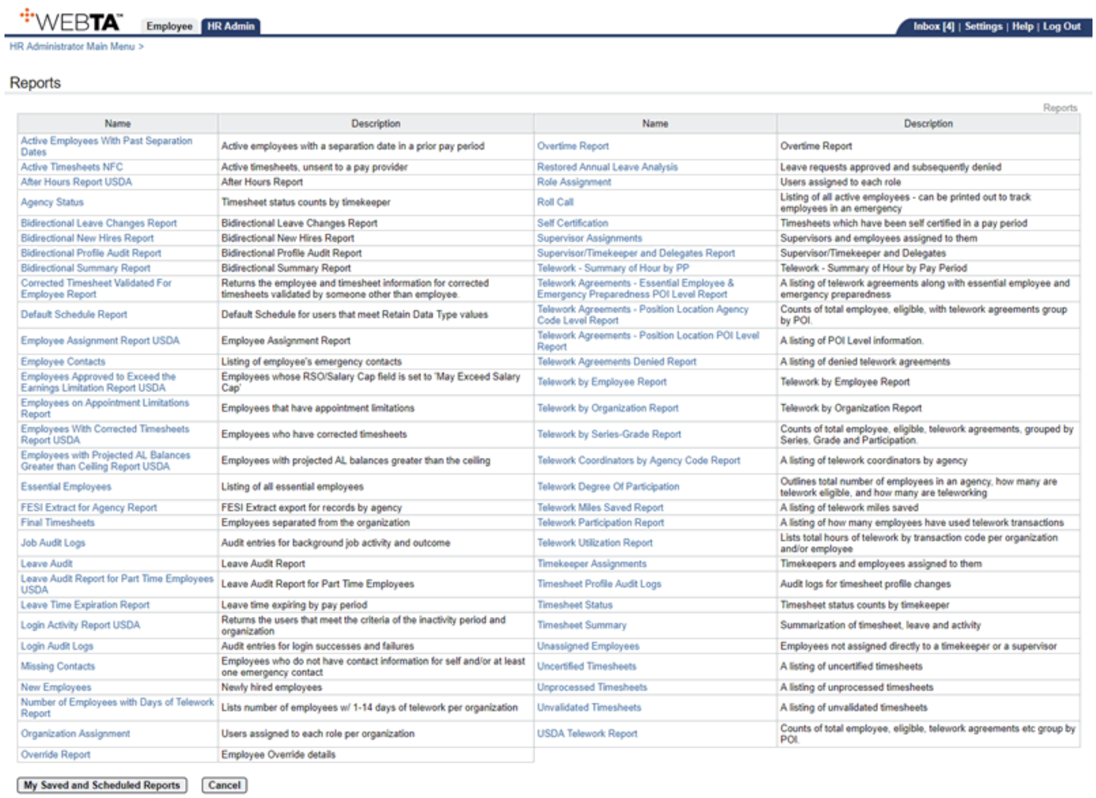
Step	Description
Select the **Cancel** button	Returns you to the Reports page.
Select the ***HR Admin*** tab	Returns you to the HR Administrator Menu page.
Select ***Log Out***	Logs you out of webTA.

Final Timesheets

The Final Timesheets report lists employees who have separated from the organization.

To Run the Final Timesheets Report:

1. Select the ***Reports*** link from the Reports section on the HR Administrator Menu page. The Reports page is displayed.



Name	Description	Name	Description
Active Employees With Past Separation Dates	Active employees with a separation date in a prior pay period	Overtime Report	Overtime Report
Active Timesheets NFC	Active timesheets, unsent to a pay provider	Restored Annual Leave Analysis	Leave requests approved and subsequently denied
After Hours Report USDA	After Hours Report	Role Assignment	Users assigned to each role
Agency Status	Timesheet status counts by timekeeper	Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report	Self Certification	Timesheets which have been self certified in a pay period
Bidirectional New Hires Report	Bidirectional New Hires Report	Supervisor Assignments	Supervisors and employees assigned to them
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report	Supervisor/Timekeeper and Delegates Report	Supervisor/Timekeeper and Delegates
Bidirectional Summary Report	Bidirectional Summary Report	Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.	Telework Agreements - Essential Employee & Emergency Preparedness POI Level Report	A listing of telework agreements along with essential employee and emergency preparedness
Default Schedule Report	Default Schedule for users that meet Retain Data Type values	Telework Agreements - Position Location Agency Code Level Report	Counts of total employee, eligible, with telework agreements group by POI.
Employee Assignment Report USDA	Employee Assignment Report	Telework Agreements - Position Location POI Level Report	A listing of POI Level information.
Employee Contacts	Listing of employee's emergency contacts	Telework Agreements Denied Report	A listing of denied telework agreements
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'	Telework by Employee Report	Telework by Employee Report
Employees on Appointment Limitations Report	Employees that have appointment limitations	Telework by Organization Report	Telework by Organization Report
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets	Telework by Series-Grade Report	Counts of total employee, eligible, telework agreements, grouped by Series, Grade and Participation.
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling	Telework Coordinators by Agency Code Report	A listing of telework coordinators by agency
Essential Employees	Listing of all essential employees	Telework Degree Of Participation	Outlines total number of employees in an agency, how many are telework eligible, and how many are teleworking
FESI Extract for Agency Report	FESI Extract export for records by agency	Telework Miles Saved Report	A listing of telework miles saved
Final Timesheets	Employees separated from the organization	Telework Participation Report	A listing of how many employees have used telework transactions
Job Audit Logs	Audit entries for background job activity and outcome	Telework Utilization Report	Lists total hours of telework by transaction code per organization and/or employee
Leave Audit	Leave Audit Report	Timekeeper Assignments	Timekeepers and employees assigned to them
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees	Timesheet Profile Audit Logs	Audit logs for timesheet profile changes
Leave Time Expiration Report	Leave time expiring by pay period	Timesheet Status	Timesheet status counts by timekeeper
Login Activity Report USDA	Returns the users that meet the criteria of the inactivity period and organization	Timesheet Summary	Summarization of timesheet, leave and activity
Login Audit Logs	Audit entries for login successes and failures	Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact	Uncertified Timesheets	A listing of uncertified timesheets
New Employees	Newly hired employees	Unprocessed Timesheets	A listing of unprocessed timesheets
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization	Unvalidated Timesheets	A listing of unvalidated timesheets
Organization Assignment	Users assigned to each role per organization	USDA Telework Report	Counts of total employee, eligible, telework agreements etc group by POI.
Override Report	Employee Override details		

Figure 123: Reports Page

2. Select the ***Final Timesheets*** link. The Final Timesheets Report Parameters page is displayed.

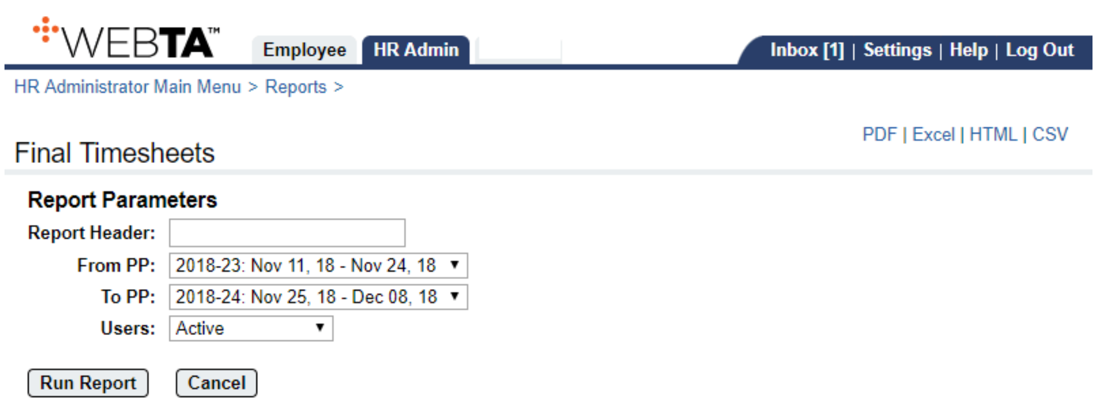


Figure 124: FInal Timesheets Report Parameters Page

3. Complete the following Report Parameters fields:

Report Header (see "***Report Header Field Instruction***" on page 233)

From PP (see "***From PP Field Instruction***" on page 226)

To PP (see "***To PP Field Instruction***" on page 238)

Users (see "***Users Field Instruction***" on page 240)

4. Select the **Run Report** button to run and display the report.

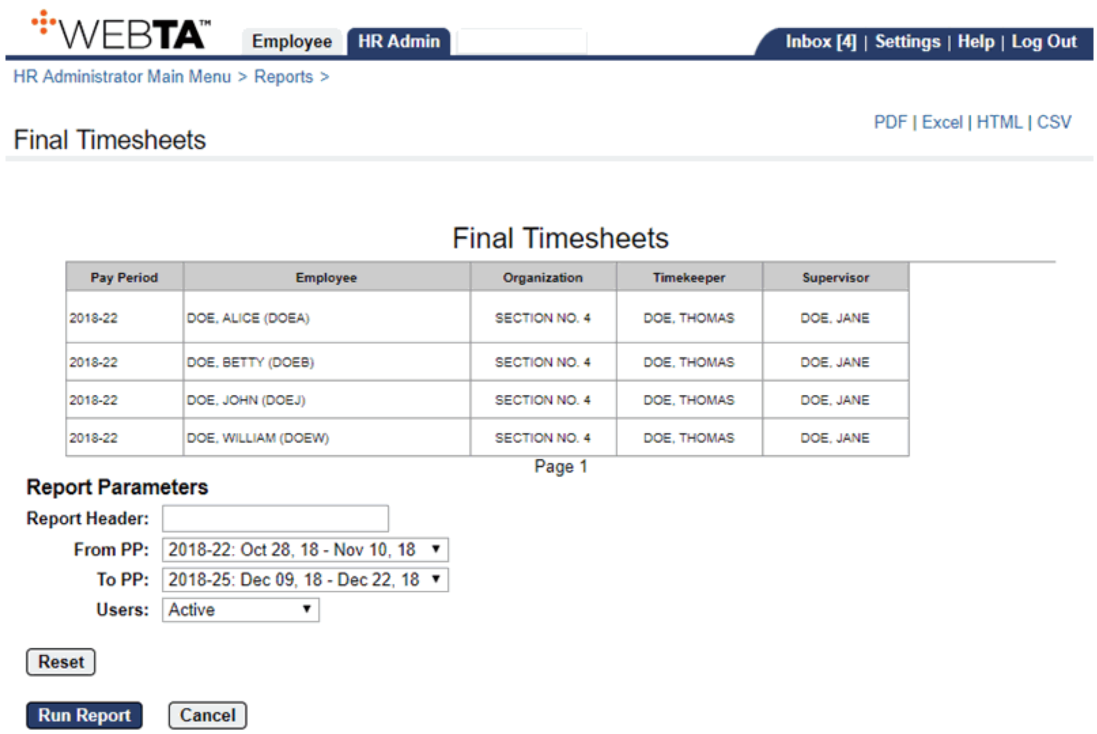


Figure 125: Final Timesheets Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

Step	Description
Select the **Cancel** button	Returns you to the Reports page.
Select the ***HR Admin*** tab	Returns you to the HR Administrator Menu page.

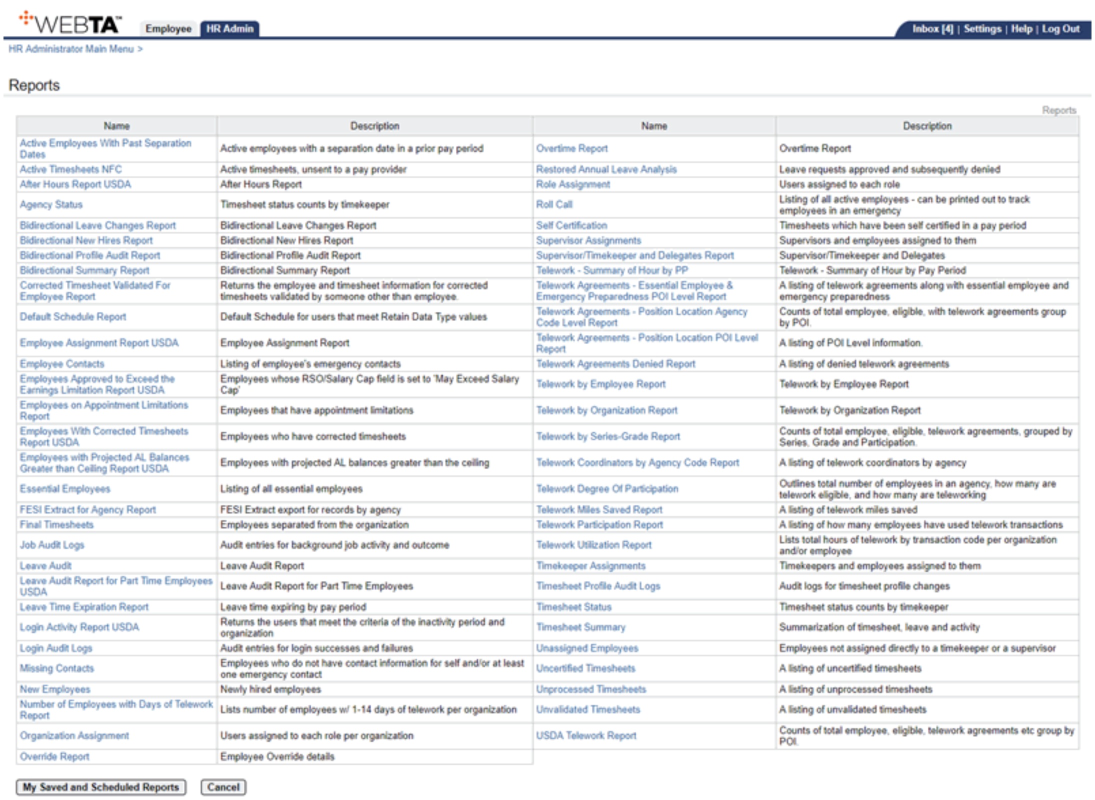
Step	Description
Select ***Log Out***	Logs you out of webTA.

Leave Audit

The Leave Audit report provides leave balances and adjustments within a range of pay periods.

To Run the Leave Audit Report:

1. Select the ***Reports*** link from the Reports section on the HR Administrator Menu page. The Reports page is displayed.



WEBTA Employee HR Admin Inbox [4] | Settings | Help | Log Out

HR Administrator Main Menu >

Reports

Reports

Name	Description	Name	Description
Active Employees With Past Separation Dates	Active employees with a separation date in a prior pay period	Overtime Report	Overtime Report
Active Timesheets NFC	Active timesheets, unsent to a pay provider	Restored Annual Leave Analysis	Leave requests approved and subsequently denied
After Hours Report USDA	After Hours Report	Role Assignment	Users assigned to each role
Agency Status	Timesheet status counts by timekeeper	Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report	Self Certification	Timesheets which have been self certified in a pay period
Bidirectional New Hires Report	Bidirectional New Hires Report	Supervisor Assignments	Supervisors and employees assigned to them
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report	Supervisor/Timekeeper and Delegates Report	Supervisor/Timekeeper and Delegates
Bidirectional Summary Report	Bidirectional Summary Report	Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.	Telework Agreements - Essential Employee & Emergency Preparedness POI Level Report	A listing of telework agreements along with essential employee and emergency preparedness
Default Schedule Report	Default Schedule for users that meet Retain Data Type values	Telework Agreements - Position Location Agency Code Level Report	Counts of total employee, eligible, with telework agreements group by POI.
Employee Assignment Report USDA	Employee Assignment Report	Telework Agreements - Position Location POI Level Report	A listing of POI Level information.
Employee Contacts	Listing of employee's emergency contacts	Telework Agreements Denied Report	A listing of denied telework agreements
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'	Telework by Employee Report	Telework by Employee Report
Employees on Appointment Limitations Report	Employees that have appointment limitations	Telework by Organization Report	Telework by Organization Report
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets	Telework by Series-Grade Report	Counts of total employee, eligible, telework agreements, grouped by Series, Grade and Participation.
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling	Telework Coordinators by Agency Code Report	A listing of telework coordinators by agency
Essential Employees	Listing of all essential employees	Telework Degree Of Participation	Outlines total number of employees in an agency, how many are telework eligible, and how many are teleworking
FESI Extract for Agency Report	FESI Extract export for records by agency	Telework Miles Saved Report	A listing of telework miles saved
Final Timesheets	Employees separated from the organization	Telework Participation Report	A listing of how many employees have used telework transactions
Job Audit Logs	Audit entries for background job activity and outcome	Telework Utilization Report	Lists total hours of telework by transaction code per organization and/or employee
Leave Audit	Leave Audit Report	Timekeeper Assignments	Timekeepers and employees assigned to them
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees	Timesheet Profile Audit Logs	Audit logs for timesheet profile changes
Leave Time Expiration Report	Leave time expiring by pay period	Timesheet Status	Timesheet status counts by timekeeper
Login Activity Report USDA	Returns the users that meet the criteria of the inactivity period and organization	Timesheet Summary	Summarization of timesheet, leave and activity
Login Audit Logs	Audit entries for login successes and failures	Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact	Uncertified Timesheets	A listing of uncertified timesheets
New Employees	Newly hired employees	Unprocessed Timesheets	A listing of unprocessed timesheets
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization	Unvalidated Timesheets	A listing of unvalidated timesheets
Organization Assignment	Users assigned to each role per organization	USDA Telework Report	Counts of total employee, eligible, telework agreements etc group by POI.
Override Report	Employee Override details		

My Saved and Scheduled Reports | Cancel

Figure 126: Reports Page

2. Select the ***Leave Audit*** link. The Leave Audit Report Parameters page is displayed.

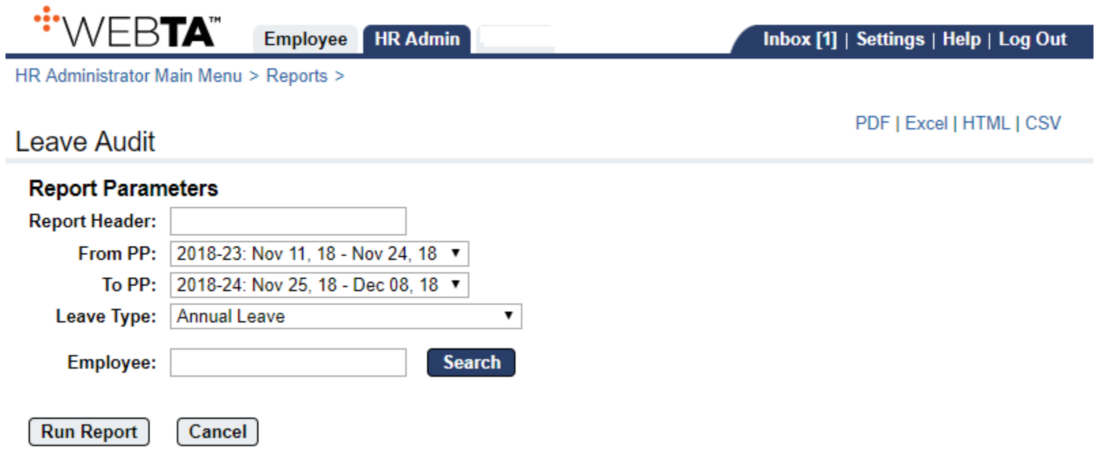


Figure 127: Leave Audit Report Parameters Page

3. Complete the following fields:

Report Header (see "***Report Header Field Instruction***" on page 233)

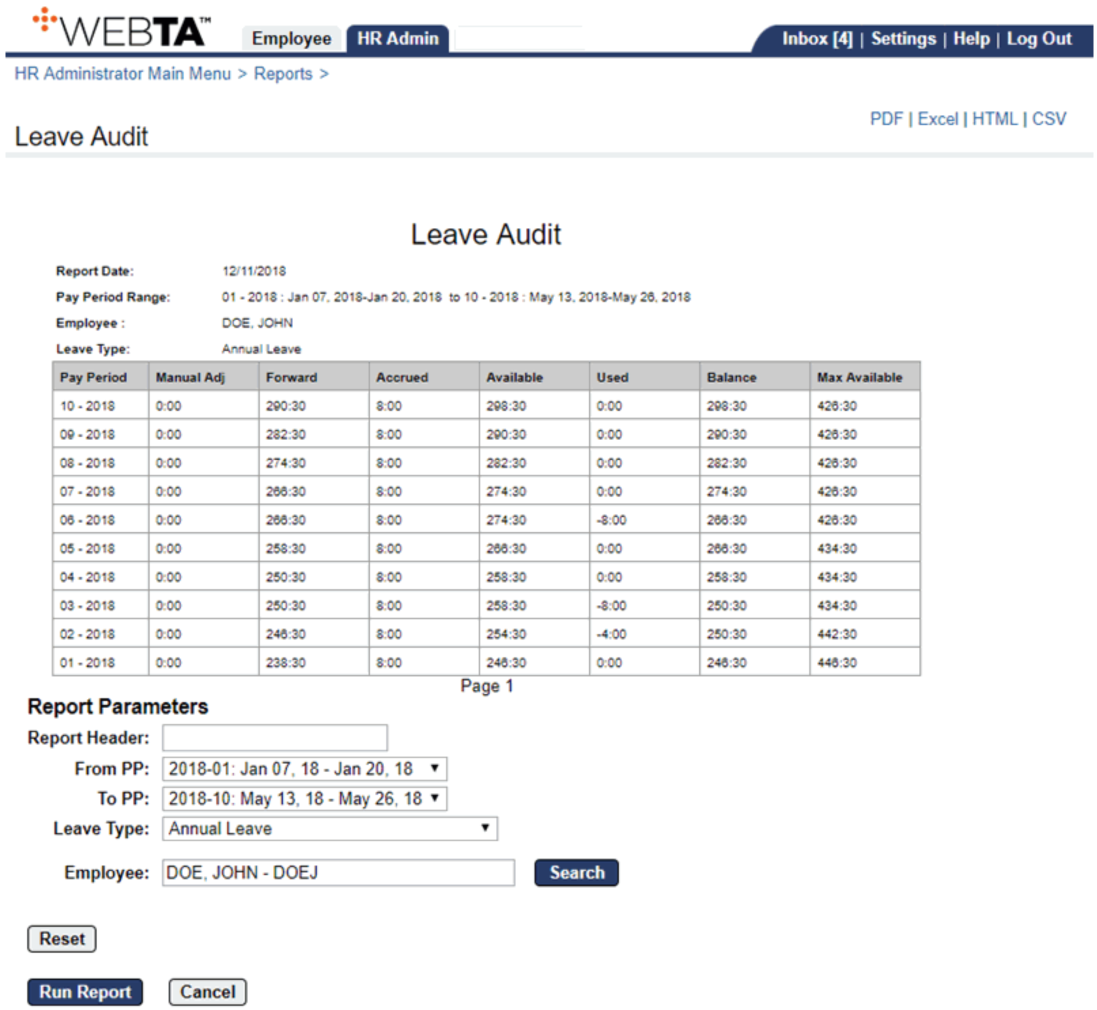
From PP (see "***From PP Field Instruction***" on page 226)

To PP (see "***To PP Field Instruction***" on page 238)

Leave Type (see "***Leave Type Field Instruction - Leave Audit***" on page 228)

Employee (see "***Employee Field Instruction***" on page 225)

4. Select the **Run Report** button to run and display the report.



Pay Period	Manual Adj	Forward	Accrued	Available	Used	Balance	Max Available
10 - 2018	0:00	290:30	8:00	298:30	0:00	298:30	426:30
09 - 2018	0:00	282:30	8:00	290:30	0:00	290:30	426:30
08 - 2018	0:00	274:30	8:00	282:30	0:00	282:30	426:30
07 - 2018	0:00	266:30	8:00	274:30	0:00	274:30	426:30
06 - 2018	0:00	266:30	8:00	274:30	-8:00	266:30	426:30
05 - 2018	0:00	258:30	8:00	266:30	0:00	266:30	434:30
04 - 2018	0:00	250:30	8:00	258:30	0:00	258:30	434:30
03 - 2018	0:00	250:30	8:00	258:30	-8:00	250:30	434:30
02 - 2018	0:00	246:30	8:00	254:30	-4:00	250:30	442:30
01 - 2018	0:00	238:30	8:00	246:30	0:00	246:30	446:30

Figure 128: Leave Audit Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

Step	Description
Select the **Cancel** button	Returns you to the Reports page.

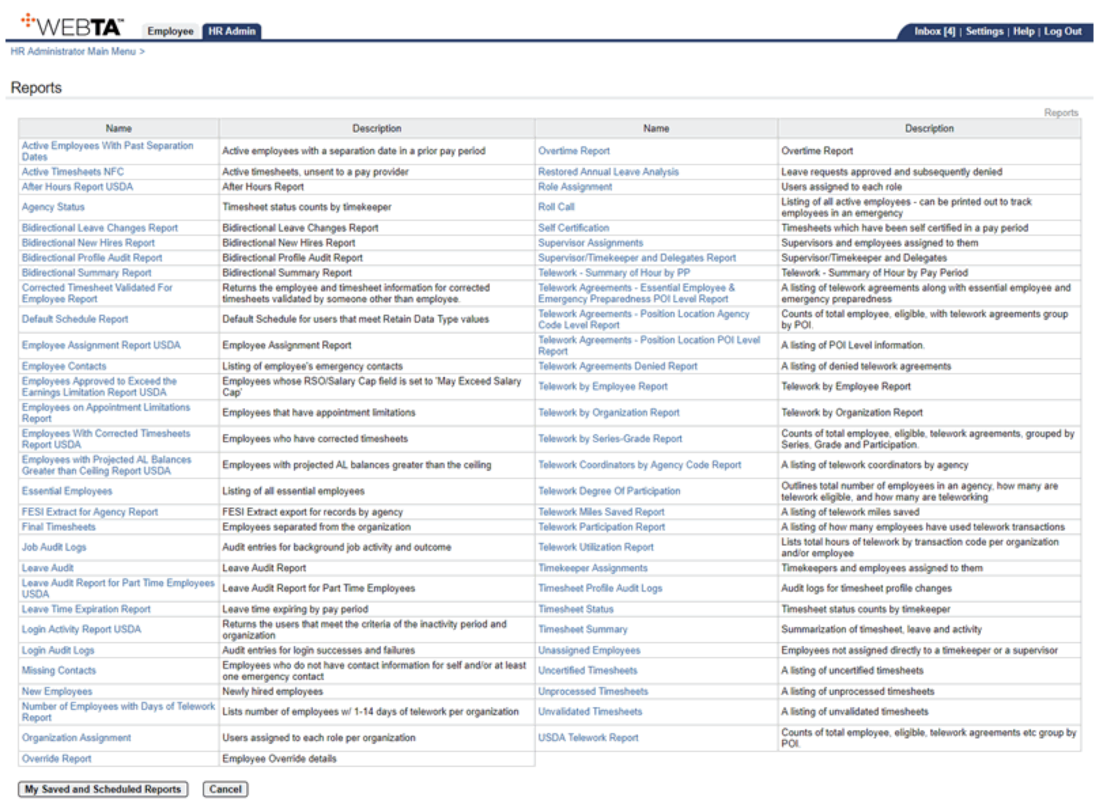
Step	Description
Select the ***HR Admin*** tab	Returns you to the HR Administrator Menu page.
Select ***Log Out***	Logs you out of webTA.

Leave Audit Report for Part Time Employees

The Leave Audit Report for Part Time Employees displays leave balances and adjustments for a specified type of leave within a designated range of pay periods for part-time employees.

To Run the Leave Audit for Part Time Employees:

1. Select the ***Reports*** link from the Reports section on the HR Administrator Menu page. The Reports page is displayed.


WEBTA
Employee
HR Admin
Inbox [4] | Settings | Help | Log Out
HR Administrator Main Menu >
Reports
Reports

Name	Description	Name	Description
Active Employees With Past Separation Dates	Active employees with a separation date in a prior pay period	Overtime Report	Overtime Report
Active Timesheets NFC	Active timesheets, unsent to a pay provider	Restored Annual Leave Analysis	Leave requests approved and subsequently denied
After Hours Report USDA	After Hours Report	Role Assignment	Users assigned to each role
Agency Status	Timesheet status counts by timekeeper	Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report	Self Certification	Timesheets which have been self certified in a pay period
Bidirectional New Hires Report	Bidirectional New Hires Report	Supervisor Assignments	Supervisors and employees assigned to them
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report	Supervisor/Timekeeper and Delegates Report	Supervisor/Timekeeper and Delegates
Bidirectional Summary Report	Bidirectional Summary Report	Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.	Telework Agreements - Essential Employee & Emergency Preparedness POI Level Report	A listing of telework agreements along with essential employee and emergency preparedness
Default Schedule Report	Default Schedule for users that meet Retain Data Type values	Telework Agreements - Position Location Agency Code Level Report	Counts of total employee, eligible, with telework agreements group by POI.
Employee Assignment Report USDA	Employee Assignment Report	Telework Agreements - Position Location POI Level Report	A listing of POI Level information.
Employee Contacts	Listing of employee's emergency contacts	Telework Agreements Denied Report	A listing of denied telework agreements
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'	Telework by Employee Report	Telework by Employee Report
Employees on Appointment Limitations Report	Employees that have appointment limitations	Telework by Organization Report	Telework by Organization Report
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets	Telework by Series-Grade Report	Counts of total employee, eligible, telework agreements, grouped by Series, Grade and Participation.
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling	Telework Coordinators by Agency Code Report	A listing of telework coordinators by agency
Essential Employees	Listing of all essential employees	Telework Degree Of Participation	Outlines total number of employees in an agency, how many are telework eligible, and how many are teleworking
FESI Extract for Agency Report	FESI Extract export for records by agency	Telework Miles Saved Report	A listing of telework miles saved
Final Timesheets	Employees separated from the organization	Telework Participation Report	A listing of how many employees have used telework transactions
Job Audit Logs	Audit entries for background job activity and outcome	Telework Utilization Report	Lists total hours of telework by transaction code per organization and/or employee
Leave Audit	Leave Audit Report	Timekeeper Assignments	Timekeepers and employees assigned to them
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees	Timesheet Profile Audit Logs	Audit logs for timesheet profile changes
Leave Time Expiration Report	Leave time expiring by pay period	Timesheet Status	Timesheet status counts by timekeeper
Login Activity Report USDA	Returns the users that meet the criteria of the inactivity period and organization	Timesheet Summary	Summarization of timesheet, leave and activity
Login Audit Logs	Audit entries for login successes and failures	Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact	Uncertified Timesheets	A listing of uncertified timesheets
New Employees	Newly hired employees	Unprocessed Timesheets	A listing of unprocessed timesheets
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization	Unvalidated Timesheets	A listing of unvalidated timesheets
Organization Assignment	Users assigned to each role per organization	USDA Telework Report	Counts of total employee, eligible, telework agreements etc group by POI.
Override Report	Employee Override details		

My Saved and Scheduled Reports
Cancel

Figure 129: Reports Page

2. Select the ***Leave Audit Report for Part Time Employees*** link. The Leave Audit Report for Part Time Employees Report Parameters page is displayed.

Figure 130: Leave Audit Report for Part Time Employees Report Parameters Page

3. Complete the following Report Parameters fields:

Report Header (see "***Report Header Field Instruction***" on page 233)

Employee (see "***Employee Field Instruction***" on page 225)

From PP (see "***From PP Field Instruction***" on page 226)

To PP (see "***To PP Field Instruction***" on page 238)

4. Select the **Run Report** button to run and display the report.

Pay Period	Hours Worked	Annual Leave	Annual Leave Carry Over	Sick Leave	Sick Leave Carry Over
2018-01	77:00	Forward 240:00	Forward 4:00	Forward 412:45	Forward 14:30
-	-	Accrued 8:00	Accrued 0:00	Accrued 4:00	Accrued 0:00
-	-	Used 0:00	Used 0:00	Used 0:00	Used 0:00
-	-	Ending 248:00	Ending 4:00	Ending 416:45	Ending 14:30
2018-02	69:00	Forward 248:00	Forward 4:00	Forward 416:45	Forward 14:30
-	-	Accrued 8:00	Accrued 0:00	Accrued 4:00	Accrued 0:00
-	-	Used 0:00	Used 0:00	Used 9:00	Used 0:00
-	-	Ending 256:00	Ending 0:00	Ending 411:45	Ending 0:00
Totals	-	Accrued 16:00	-	Accrued 8:00	-
-	-	Used 0:00	-	Used 9:00	-

Figure 131: Leave Audit Report for Part Time Employees Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see ***My Saved and Scheduled Reports*** (on page 119).

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

Step	Description
Select the **Cancel** button	Returns you to the Reports page.
Select the ***HR Admin*** tab	Returns you to the HR Administrator Menu page.
Select ***Log Out***	Logs you out of webTA.

Leave Time Expiration Report

The Leave Time Expiration report lists employees who have leave time that is due to expire.

To Run the Leave Time Expiration Report:

1. Select the ***Reports*** link from the Reports section on the HR Administrator Menu page. The Reports page is displayed.

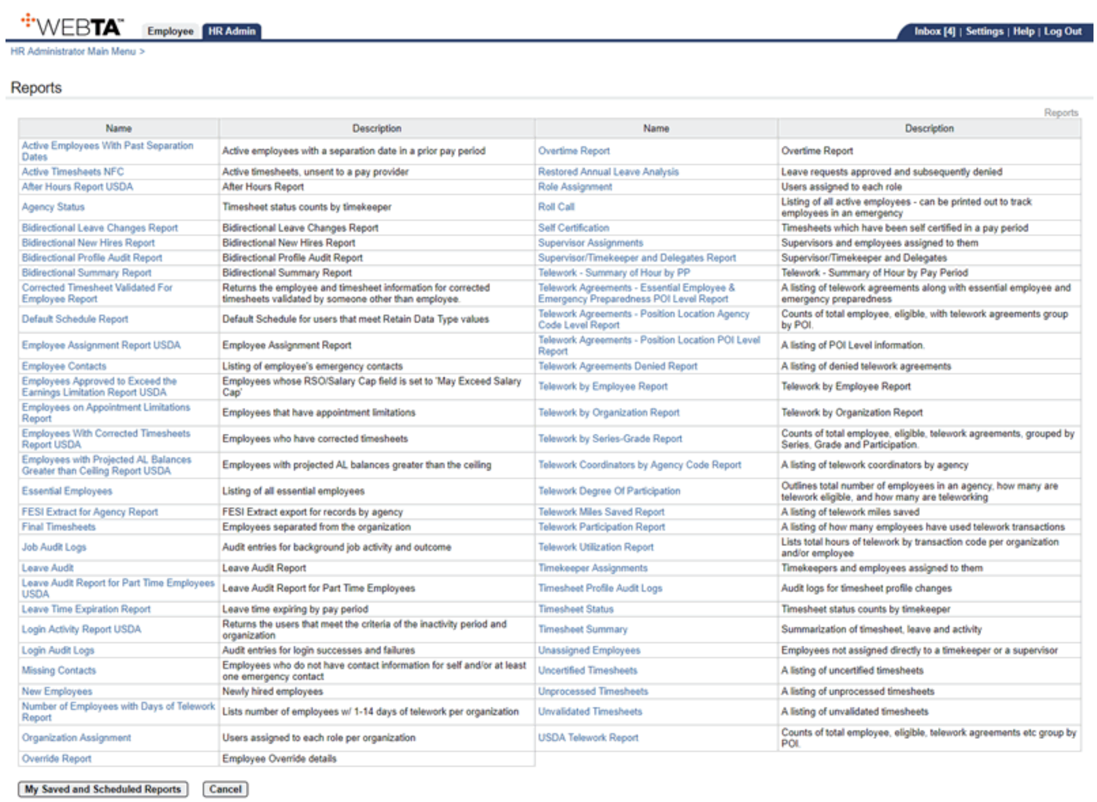


Figure 132: Reports Page

2. Select the ***Leave Time Expiration Report*** link. The Leave Time Expiration Report Parameters page is displayed.

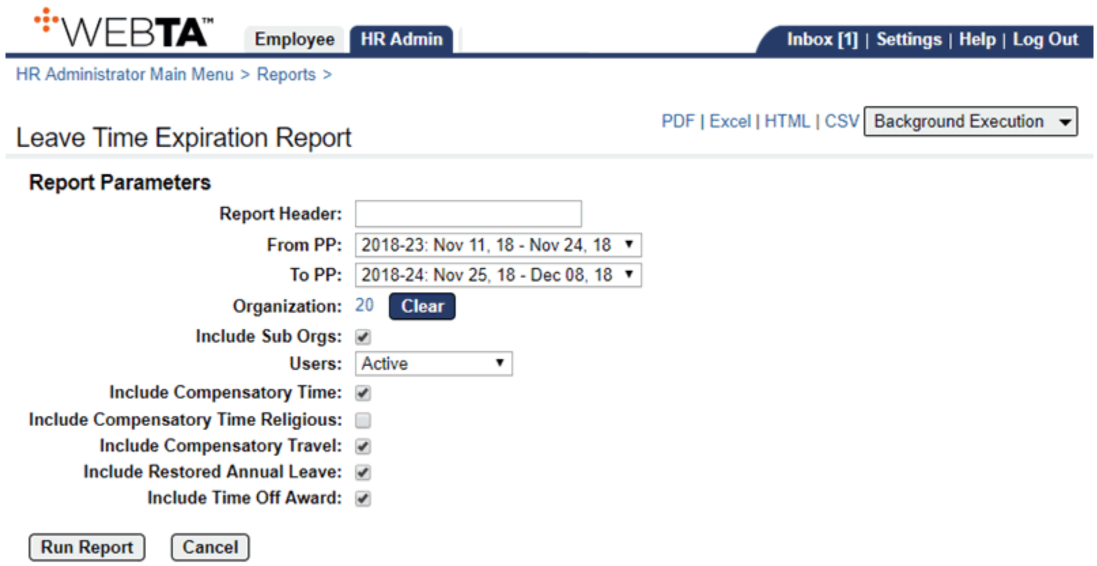


Figure 133: Leave Time Expiration Report Parameters Page

3. Complete the following Report Parameters fields:

Report Header (see "***Report Header Field Instruction***" on page 233)

From PP (see "***From PP Field Instruction***" on page 226)

To PP (see "***To PP Field Instruction***" on page 238)

Organization (see "***Organization Field Instruction***" on page 231)

Include Sub Orgs (see "***Include Sub Orgs Field Instruction***" on page 228)

Users (see "***Users Field Instruction***" on page 240)

Include Compensatory Time (see "***Include Compensatory Time Field Instruction***" on page 227)

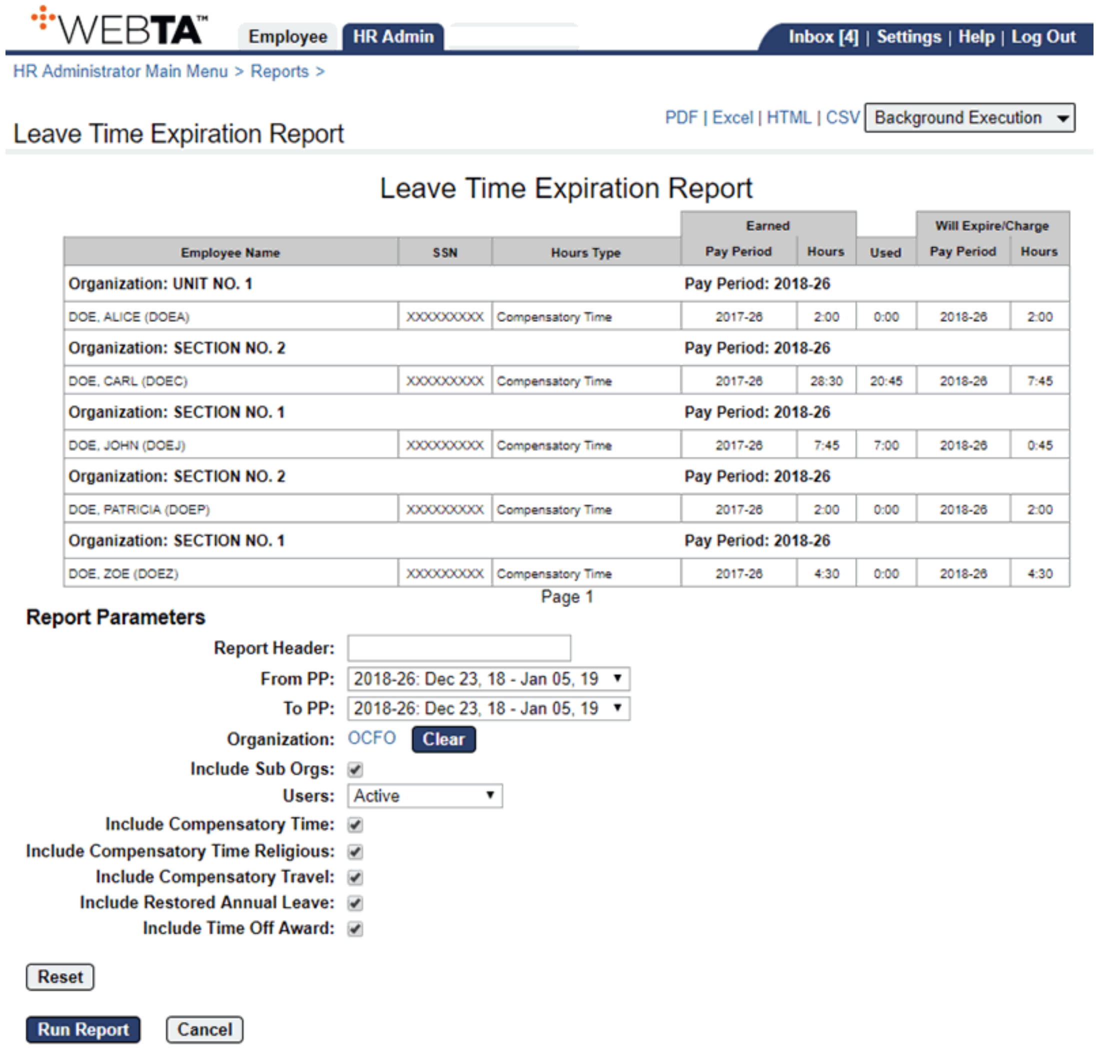
Include Compensatory Time Religious (see "***Include Compensatory Time Religious Field Instruction***" on page 227)

Include Compensatory Time Travel (see "***Include Compensatory Time Travel Field Instruction***" on page 227)

Include Restored Annual Leave (see "***Include Restored Annual Leave Field Instruction***" on page 228)

Include Time Off Award (see "***Include Time Off Award Field Instruction***" on page 228)

4. Select the **Run Report** button to run and display the report.



Employee Name	SSN	Hours Type	Earned Pay Period	Earned Hours	Used	Will Expire/Charge Pay Period	Will Expire/Charge Hours
Organization: UNIT NO. 1			Pay Period: 2018-26				
DOE, ALICE (DOEA)	XXXXXXXXX	Compensatory Time	2017-26	2:00	0:00	2018-26	2:00
Organization: SECTION NO. 2			Pay Period: 2018-26				
DOE, CARL (DOEC)	XXXXXXXXX	Compensatory Time	2017-26	28:30	20:45	2018-26	7:45
Organization: SECTION NO. 1			Pay Period: 2018-26				
DOE, JOHN (DOEJ)	XXXXXXXXX	Compensatory Time	2017-26	7:45	7:00	2018-26	0:45
Organization: SECTION NO. 2			Pay Period: 2018-26				
DOE, PATRICIA (DOEP)	XXXXXXXXX	Compensatory Time	2017-26	2:00	0:00	2018-26	2:00
Organization: SECTION NO. 1			Pay Period: 2018-26				
DOE, ZOE (DOEZ)	XXXXXXXXX	Compensatory Time	2017-26	4:30	0:00	2018-26	4:30

Figure 134: Leave Time Expiration Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see ***My Saved and Scheduled Reports*** (on page 119).

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

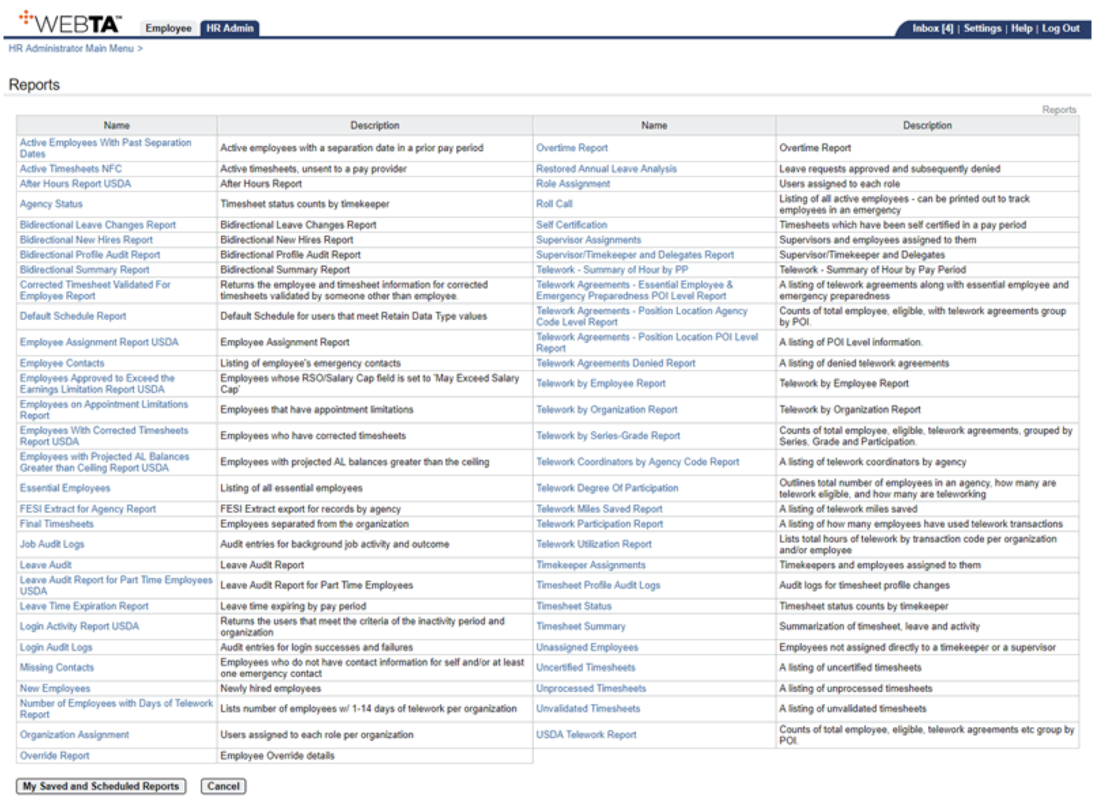
Step	Description
Select the **Cancel** button	Returns you to the Reports page.
Select the ***HR Admin*** tab	Returns you to the HR Administrator Menu page.
Select ***Log Out***	Logs you out of webTA.

Missing Contacts

The Missing Contacts report provides a list of employees who have not provided personal contact information and/or at least one emergency contact.

To Run the Missing Contacts Report:

1. Select the ***Reports*** link from the Reports section on the HR Administrator Menu page. The Reports menu page is displayed.



WEBTA Employee HR Admin Inbox [4] | Settings | Help | Log Out

HR Administrator Main Menu >

Reports

Reports

Name	Description	Name	Description
Active Employees With Past Separation Dates	Active employees with a separation date in a prior pay period	Overtime Report	Overtime Report
Active Timesheets NFC	Active timesheets, unsent to a pay provider	Restored Annual Leave Analysis	Leave requests approved and subsequently denied
After Hours Report USDA	After Hours Report	Role Assignment	Users assigned to each role
Agency Status	Timesheet status counts by timekeeper	Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report	Self Certification	Timesheets which have been self certified in a pay period
Bidirectional New Hires Report	Bidirectional New Hires Report	Supervisor Assignments	Supervisors and employees assigned to them
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report	Supervisor/Timekeeper and Delegates Report	Supervisor/Timekeeper and Delegates
Bidirectional Summary Report	Bidirectional Summary Report	Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.	Telework Agreements - Essential Employee & Emergency Preparedness POI Level Report	A listing of telework agreements along with essential employee and emergency preparedness
Default Schedule Report	Default Schedule for users that meet Retain Data Type values	Telework Agreements - Position Location Agency Code Level Report	Counts of total employee, eligible, with telework agreements group by POI.
Employee Assignment Report USDA	Employee Assignment Report	Telework Agreements - Position Location POI Level Report	A listing of POI Level information.
Employee Contacts	Listing of employee's emergency contacts	Telework Agreements Denied Report	A listing of denied telework agreements
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'	Telework by Employee Report	Telework by Employee Report
Employees on Appointment Limitations Report	Employees that have appointment limitations	Telework by Organization Report	Telework by Organization Report
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets	Telework by Series-Grade Report	Counts of total employee, eligible, telework agreements, grouped by Series, Grade and Participation.
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling	Telework Coordinators by Agency Code Report	A listing of telework coordinators by agency
Essential Employees	Listing of all essential employees	Telework Degree Of Participation	Outlines total number of employees in an agency, how many are telework eligible, and how many are teleworking
FESI Extract for Agency Report	FESI Extract export for records by agency	Telework Miles Saved Report	A listing of telework miles saved
Final Timesheets	Employees separated from the organization	Telework Participation Report	A listing of how many employees have used telework transactions
Job Audit Logs	Audit entries for background job activity and outcome	Telework Utilization Report	Lists total hours of telework by transaction code per organization and/or employee
Leave Audit	Leave Audit Report	Timekeeper Assignments	Timekeepers and employees assigned to them
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees	Timesheet Profile Audit Logs	Audit logs for timesheet profile changes
Leave Time Expiration Report	Leave time expiring by pay period	Timesheet Status	Timesheet status counts by timekeeper
Login Activity Report USDA	Returns the users that meet the criteria of the inactivity period and organization	Timesheet Summary	Summarization of timesheet, leave and activity
Login Audit Logs	Audit entries for login successes and failures	Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact	Uncertified Timesheets	A listing of uncertified timesheets
New Employees	Newly hired employees	Unprocessed Timesheets	A listing of unprocessed timesheets
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization	Unvalidated Timesheets	A listing of unvalidated timesheets
Organization Assignment	Users assigned to each role per organization	USDA Telework Report	Counts of total employee, eligible, telework agreements etc group by POI.
Override Report	Employee Override details		

My Saved and Scheduled Reports Cancel

Figure 135: Reports Page

2. Select the ***Missing Contacts*** link. The Missing Contacts Report Parameters page is displayed.

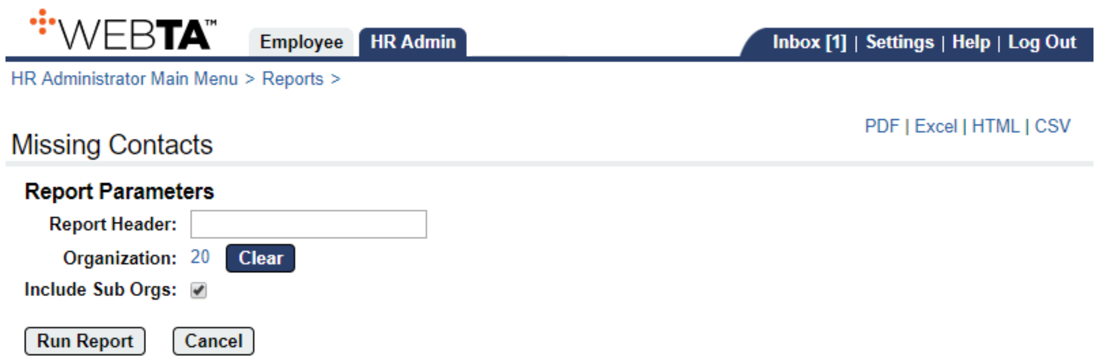


Figure 136: MIssing Contacts Report Parameters Page

3. Complete the following fields:

Report Header (see "***Report Header Field Instruction***" on page 233)

Organization (see "***Organization Field Instruction***" on page 231)

Include Sub Orgs (see "***Include Sub Orgs Field Instruction***" on page 228)

4. Select the **Run Report** button to run and display the report.

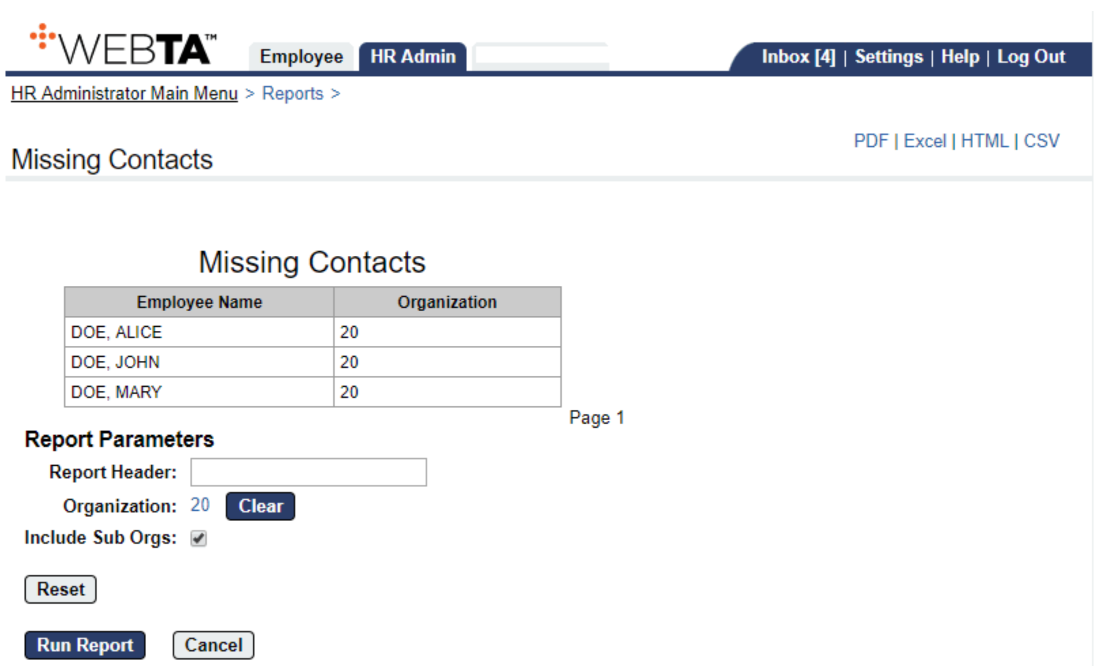


Figure 137: Missing Contacts Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

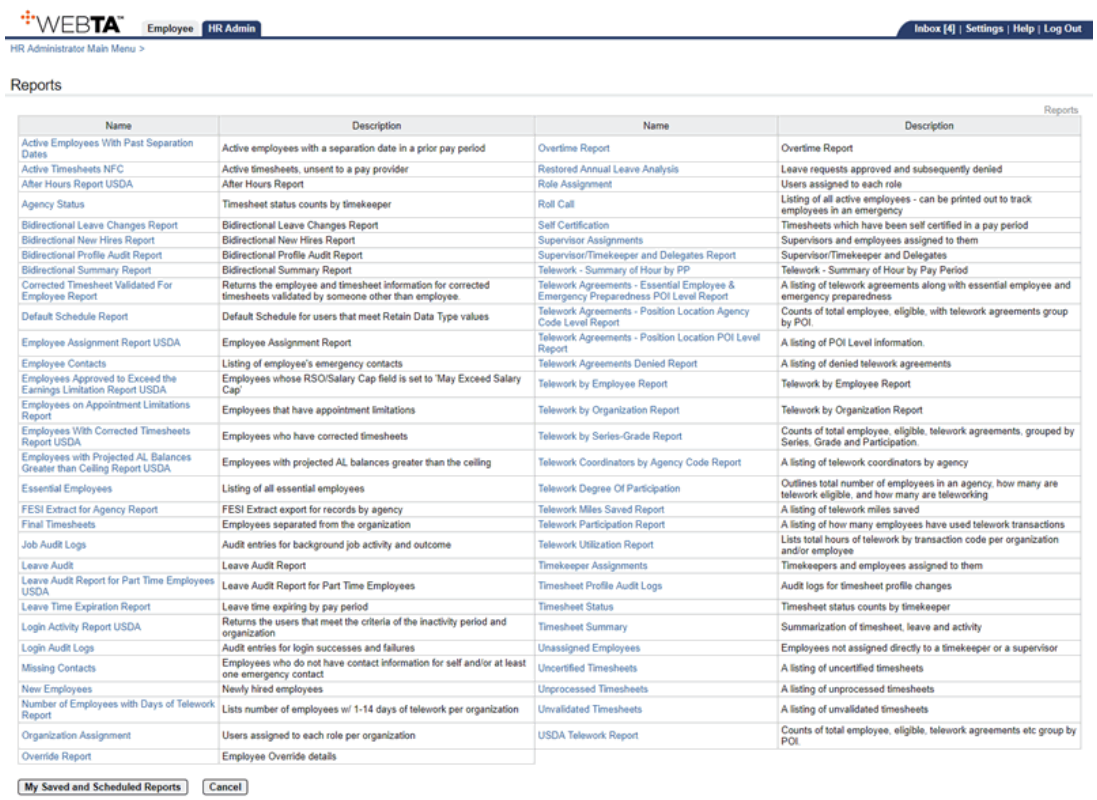
Step	Description
Select the **Cancel** button	Returns you to the Reports page.
Select the ***HR Admin*** tab	Returns you to the HR Administrator Menu page.
Select ***Log Out***	Logs you out of webTA.

New Employees

The New Employees report lists newly hired employees for the pay period or range of pay periods selected.

To Run the New Employee Report:

1. Select the ***Reports*** link from the Reports section on the HR Administrator Menu page. The Reports page is displayed.



Name	Description	Name	Description
Active Employees With Past Separation Dates	Active employees with a separation date in a prior pay period	Overtime Report	Overtime Report
Active Timesheets NFC	Active timesheets, unsent to a pay provider	Restored Annual Leave Analysis	Leave requests approved and subsequently denied
After Hours Report USDA	After Hours Report	Role Assignment	Users assigned to each role
Agency Status	Timesheet status counts by timekeeper	Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report	Self Certification	Timesheets which have been self certified in a pay period
Bidirectional New Hires Report	Bidirectional New Hires Report	Supervisor Assignments	Supervisors and employees assigned to them
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report	Supervisor/Timekeeper and Delegates Report	Supervisor/Timekeeper and Delegates
Bidirectional Summary Report	Bidirectional Summary Report	Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.	Telework Agreements - Essential Employee & Emergency Preparedness POI Level Report	A listing of telework agreements along with essential employee and emergency preparedness
Default Schedule Report	Default Schedule for users that meet Retain Data Type values	Telework Agreements - Position Location Agency Code Level Report	Counts of total employee, eligible, with telework agreements group by POI.
Employee Assignment Report USDA	Employee Assignment Report	Telework Agreements - Position Location POI Level Report	A listing of POI Level information.
Employee Contacts	Listing of employee's emergency contacts	Telework Agreements Denied Report	A listing of denied telework agreements
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'	Telework by Employee Report	Telework by Employee Report
Employees on Appointment Limitations Report	Employees that have appointment limitations	Telework by Organization Report	Telework by Organization Report
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets	Telework by Series-Grade Report	Counts of total employee, eligible, telework agreements, grouped by Series, Grade and Participation.
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling	Telework Coordinators by Agency Code Report	A listing of telework coordinators by agency
Essential Employees	Listing of all essential employees	Telework Degree Of Participation	Outlines total number of employees in an agency, how many are telework eligible, and how many are teleworking
FESI Extract for Agency Report	FESI Extract export for records by agency	Telework Miles Saved Report	A listing of telework miles saved
Final Timesheets	Employees separated from the organization	Telework Participation Report	A listing of how many employees have used telework transactions
Job Audit Logs	Audit entries for background job activity and outcome	Telework Utilization Report	Lists total hours of telework by transaction code per organization and/or employee
Leave Audit	Leave Audit Report	Timekeeper Assignments	Timekeepers and employees assigned to them
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees	Timesheet Profile Audit Logs	Audit logs for timesheet profile changes
Leave Time Expiration Report	Leave time expiring by pay period	Timesheet Status	Timesheet status counts by timekeeper
Login Activity Report USDA	Returns the users that meet the criteria of the inactivity period and organization	Timesheet Summary	Summarization of timesheet, leave and activity
Login Audit Logs	Audit entries for login successes and failures	Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact	Uncertified Timesheets	A listing of uncertified timesheets
New Employees	Newly hired employees	Unprocessed Timesheets	A listing of unprocessed timesheets
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization	Unvalidated Timesheets	A listing of unvalidated timesheets
Organization Assignment	Users assigned to each role per organization	USDA Telework Report	Counts of total employee, eligible, telework agreements etc group by POI.
Override Report	Employee Override details		

Figure 138: Reports Page

2. Select the ***New Employees*** link. The New Employees Report Parameters page is displayed.

Figure 139: New Employees Report Parameters Page

3. Complete the following Report Parameters fields:

Report Header (see "***Report Header Field Instruction***" on page 233)

From PP (see "***From PP Field Instruction***" on page 226)

To PP (see "***To PP Field Instruction***" on page 238)

4. Select the **Run Report** button to run and display the report.

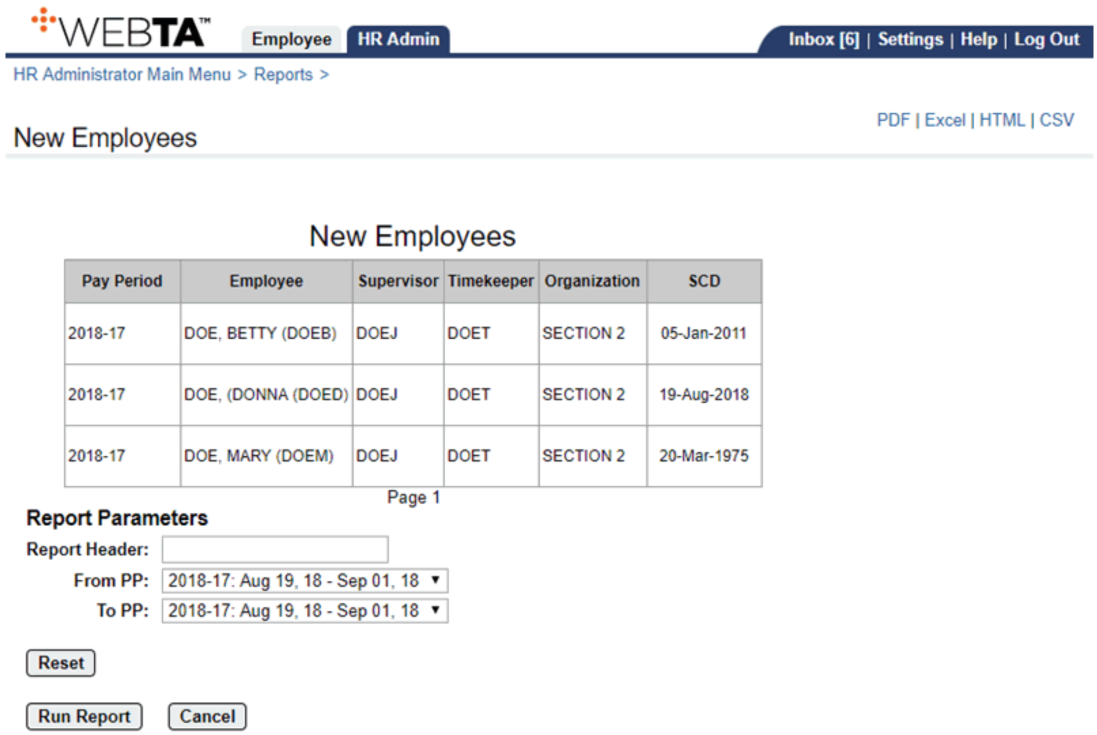


Figure 140: New Employees Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

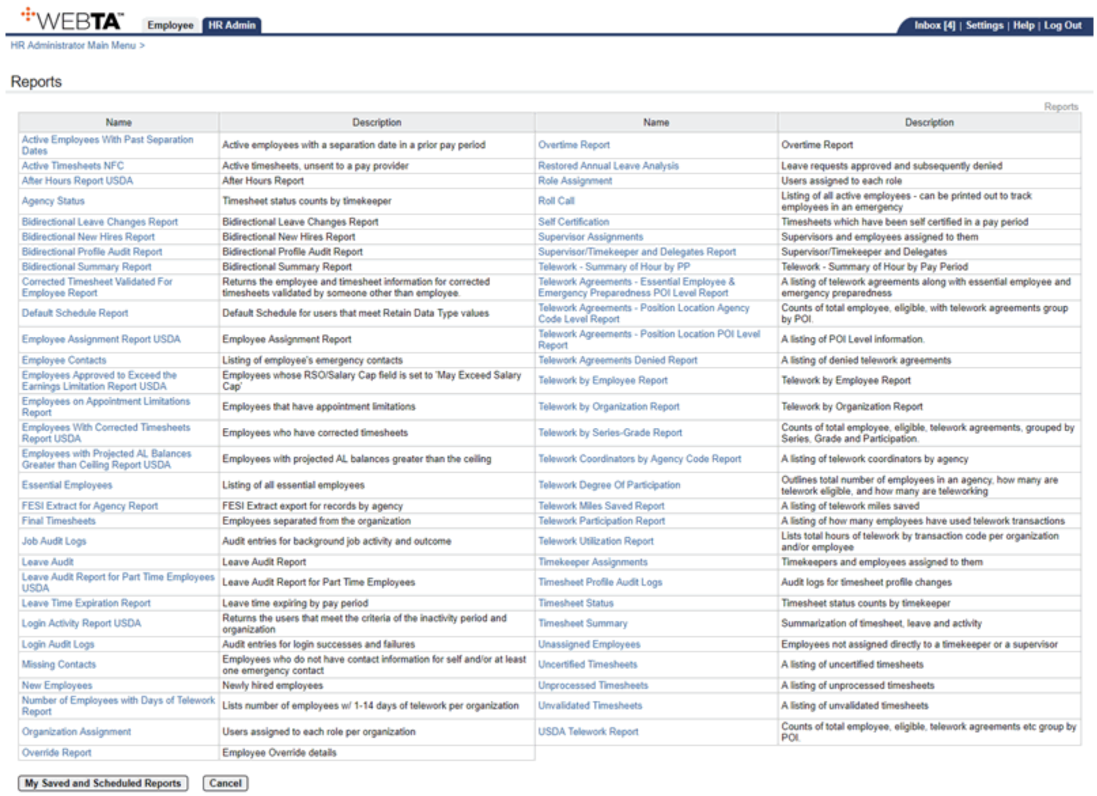
Step	Description
Select the **Cancel** button	Returns you to the Reports page.
Select the ***HR Admin*** tab	Returns you to the HR Administrator Menu page.
Select ***Log Out***	Logs you out of webTA.

Organization Assignment

The Organization Assignment report lists users assigned to each role per organization.

To Run the Organization Assignment Report:

1. Select the ***Reports*** link from the Reports section on the HR Administrator Menu page. The Reports page is displayed.



Name	Description	Name	Description
Active Employees With Past Separation Dates	Active employees with a separation date in a prior pay period	Overtime Report	Overtime Report
Active Timesheets NFC	Active timesheets, unsent to a pay provider	Restored Annual Leave Analysis	Leave requests approved and subsequently denied
After Hours Report USDA	After Hours Report	Role Assignment	Users assigned to each role
Agency Status	Timesheet status counts by timekeeper	Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report	Self Certification	Timesheets which have been self certified in a pay period
Bidirectional New Hires Report	Bidirectional New Hires Report	Supervisor Assignments	Supervisors and employees assigned to them
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report	Supervisor/Timekeeper and Delegates Report	Supervisor/Timekeeper and Delegates
Bidirectional Summary Report	Bidirectional Summary Report	Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.	Telework Agreements - Essential Employee & Emergency Preparedness POI Level Report	A listing of telework agreements along with essential employee and emergency preparedness
Default Schedule Report	Default Schedule for users that meet Retain Data Type values	Telework Agreements - Position Location Agency Code Level Report	Counts of total employee, eligible, with telework agreements group by POI.
Employee Assignment Report USDA	Employee Assignment Report	Telework Agreements - Position Location POI Level Report	A listing of POI Level information.
Employee Contacts	Listing of employee's emergency contacts	Telework Agreements Denied Report	A listing of denied telework agreements
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'	Telework by Employee Report	Telework by Employee Report
Employees on Appointment Limitations Report	Employees that have appointment limitations	Telework by Organization Report	Telework by Organization Report
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets	Telework by Series-Grade Report	Counts of total employee, eligible, telework agreements, grouped by Series, Grade and Participation.
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling	Telework Coordinators by Agency Code Report	A listing of telework coordinators by agency
Essential Employees	Listing of all essential employees	Telework Degree Of Participation	Outlines total number of employees in an agency, how many are telework eligible, and how many are teleworking
FESI Extract for Agency Report	FESI Extract export for records by agency	Telework Miles Saved Report	A listing of telework miles saved
Final Timesheets	Employees separated from the organization	Telework Participation Report	A listing of how many employees have used telework transactions
Job Audit Logs	Audit entries for background job activity and outcome	Telework Utilization Report	Lists total hours of telework by transaction code per organization and/or employee
Leave Audit	Leave Audit Report	Timekeeper Assignments	Timekeepers and employees assigned to them
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees	Timesheet Profile Audit Logs	Audit logs for timesheet profile changes
Leave Time Expiration Report	Leave time expiring by pay period	Timesheet Status	Timesheet status counts by timekeeper
Login Activity Report USDA	Returns the users that meet the criteria of the inactivity period and organization	Timesheet Summary	Summarization of timesheet, leave and activity
Login Audit Logs	Audit entries for login successes and failures	Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact	Uncertified Timesheets	A listing of uncertified timesheets
New Employees	Newly hired employees	Unprocessed Timesheets	A listing of unprocessed timesheets
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization	Unvalidated Timesheets	A listing of unvalidated timesheets
Organization Assignment	Users assigned to each role per organization	USDA Telework Report	Counts of total employee, eligible, telework agreements etc group by POI.
Override Report	Employee Override details		

Figure 141: Reports Page

2. Select the ***Organization Assignment*** link. The Organization Assignment Report Parameters page is displayed.

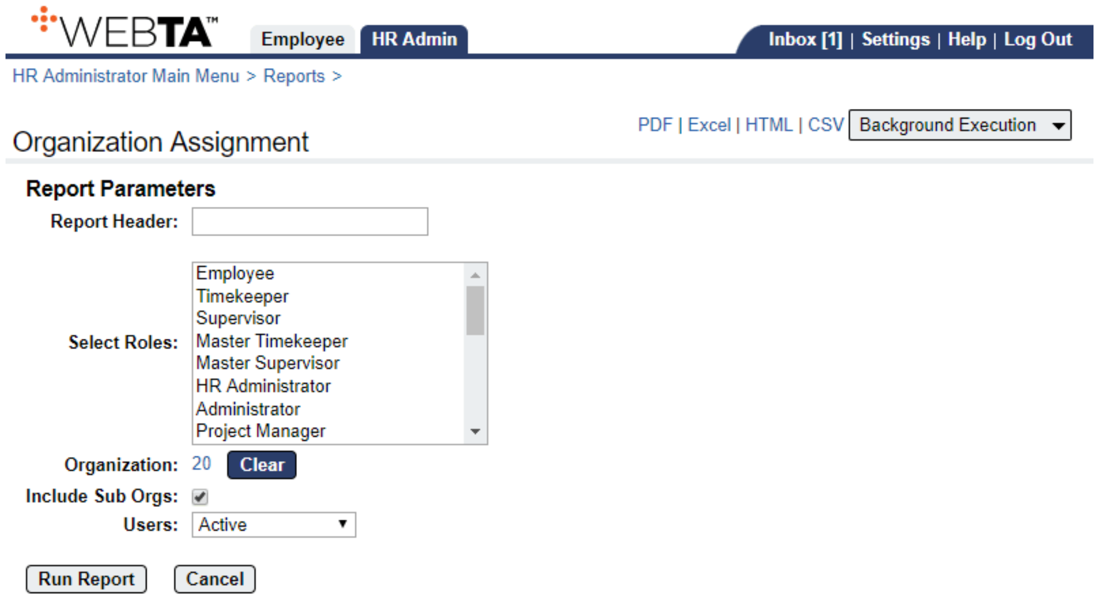


Figure 142: Organization Assignment Report Parameters Page

3. Complete the following Report Parameters fields:

Report Header (see "***Report Header Field Instruction***" on page 233)

Select Roles (see "***Select Roles Field Instruction***" on page 234)

Organization (see "***Organization Field Instruction***" on page 231)

Include Sub Orgs (see "***Include Sub Orgs Field Instruction***" on page 228)

Users (see "***Users Field Instruction***" on page 240)

4. Select the **Run Report** button to run and display the report.

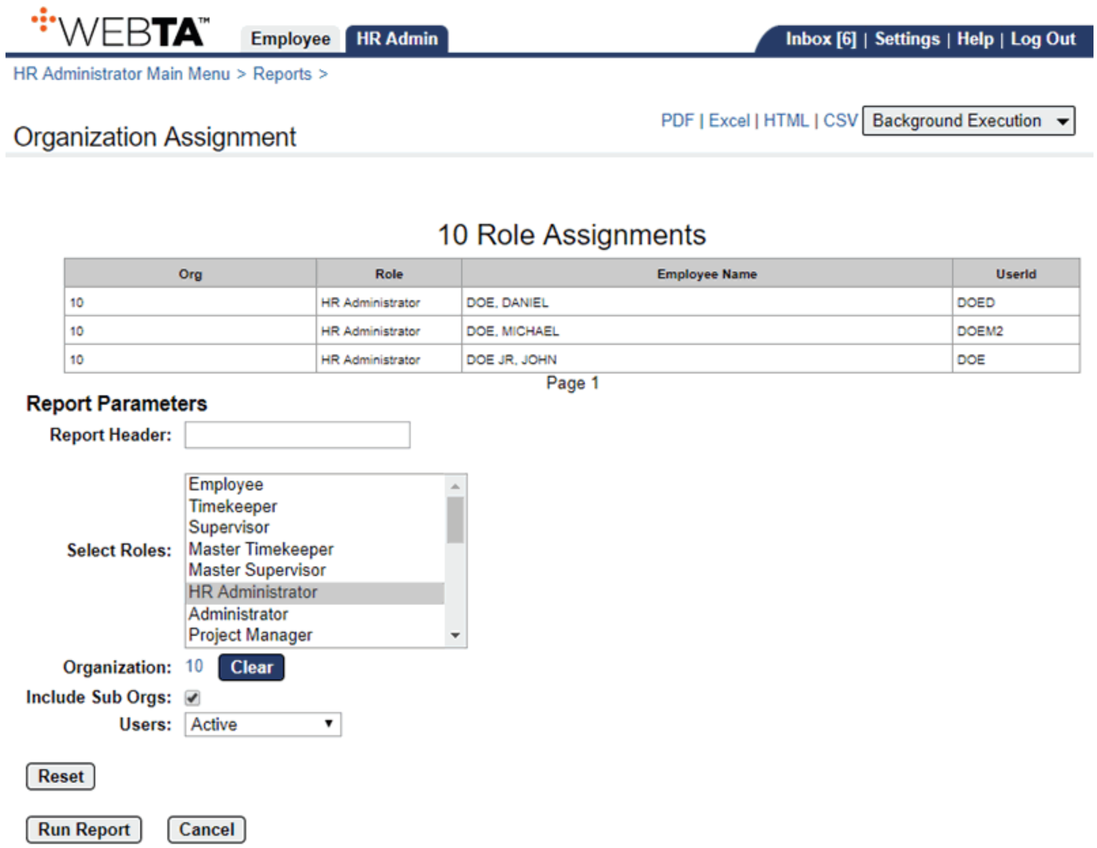


Figure 143: Organization Assignment Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see ***My Saved and Scheduled Reports*** (on page 119).

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

Step	Description
Select the **Cancel** button	Returns you to the Reports page.

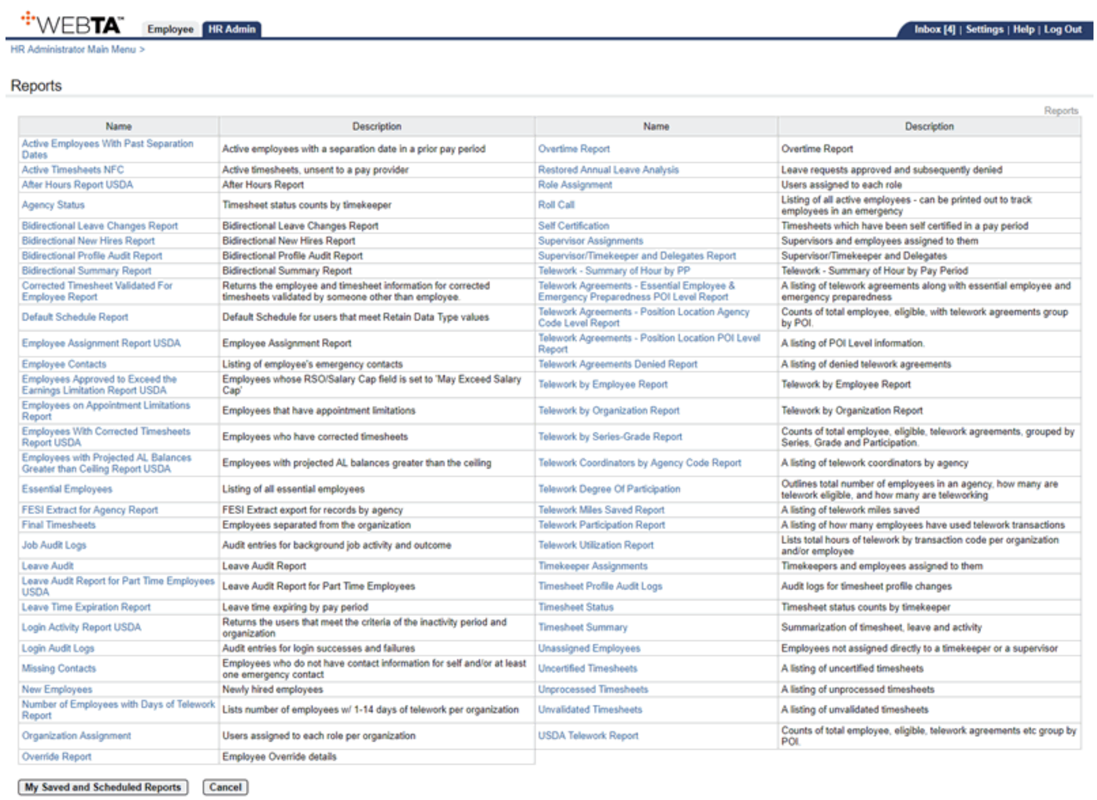
Step	Description
Select the ***HR Admin*** tab	Returns you to the HR Administrator Menu page.
Select ***Log Out***	Logs you out of webTA.

Override Report

The Employee Override report lists employees who meet the selected criteria for the filters listed. If you leave a field blank, the search is conducted on all criteria that your role has access to.

To Run the Override Report:

1. Select the ***Reports*** link from the Reports section on the HR Administrator Menu page. The Reports menu is displayed.



WEBTA Employee HR Admin Inbox [4] | Settings | Help | Log Out
HR Administrator Main Menu >

Reports

Reports

Name	Description	Name	Description
Active Employees With Past Separation Dates	Active employees with a separation date in a prior pay period	Overtime Report	Overtime Report
Active Timesheets NFC	Active timesheets, unsent to a pay provider	Restored Annual Leave Analysis	Leave requests approved and subsequently denied
After Hours Report USDA	After Hours Report	Role Assignment	Users assigned to each role
Agency Status	Timesheet status counts by timekeeper	Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report	Self Certification	Timesheets which have been self certified in a pay period
Bidirectional New Hires Report	Bidirectional New Hires Report	Supervisor Assignments	Supervisors and employees assigned to them
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report	Supervisor/Timekeeper and Delegates Report	Supervisor/Timekeeper and Delegates
Bidirectional Summary Report	Bidirectional Summary Report	Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.	Telework Agreements - Essential Employee & Emergency Preparedness POI Level Report	A listing of telework agreements along with essential employee and emergency preparedness
Default Schedule Report	Default Schedule for users that meet Retain Data Type values	Telework Agreements - Position Location Agency Code Level Report	Counts of total employee, eligible, with telework agreements group by POI.
Employee Assignment Report USDA	Employee Assignment Report	Telework Agreements - Position Location POI Level Report	A listing of POI Level information.
Employee Contacts	Listing of employee's emergency contacts	Telework Agreements Denied Report	A listing of denied telework agreements
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'	Telework by Employee Report	Telework by Employee Report
Employees on Appointment Limitations Report	Employees that have appointment limitations	Telework by Organization Report	Telework by Organization Report
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets	Telework by Series-Grade Report	Counts of total employee, eligible, telework agreements, grouped by Series, Grade and Participation.
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling	Telework Coordinators by Agency Code Report	A listing of telework coordinators by agency
Essential Employees	Listing of all essential employees	Telework Degree Of Participation	Outlines total number of employees in an agency, how many are telework eligible, and how many are teleworking
FESI Extract for Agency Report	FESI Extract export for records by agency	Telework Miles Saved Report	A listing of telework miles saved
Final Timesheets	Employees separated from the organization	Telework Participation Report	A listing of how many employees have used telework transactions
Job Audit Logs	Audit entries for background job activity and outcome	Telework Utilization Report	Lists total hours of telework by transaction code per organization and/or employee
Leave Audit	Leave Audit Report	Timekeeper Assignments	Timekeepers and employees assigned to them
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees	Timesheet Profile Audit Logs	Audit logs for timesheet profile changes
Leave Time Expiration Report	Leave time expiring by pay period	Timesheet Status	Timesheet status counts by timekeeper
Login Activity Report USDA	Returns the users that meet the criteria of the inactivity period and organization	Timesheet Summary	Summarization of timesheet, leave and activity
Login Audit Logs	Audit entries for login successes and failures	Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact	Uncertified Timesheets	A listing of uncertified timesheets
New Employees	Newly hired employees	Unprocessed Timesheets	A listing of unprocessed timesheets
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization	Unvalidated Timesheets	A listing of unvalidated timesheets
Organization Assignment	Users assigned to each role per organization	USDA Telework Report	Counts of total employee, eligible, telework agreements etc group by POI.
Override Report	Employee Override details		

My Saved and Scheduled Reports | Cancel

Figure 144: Reports Page

2. Select the ***Override Report*** link. The Override Report Parameters page is displayed.

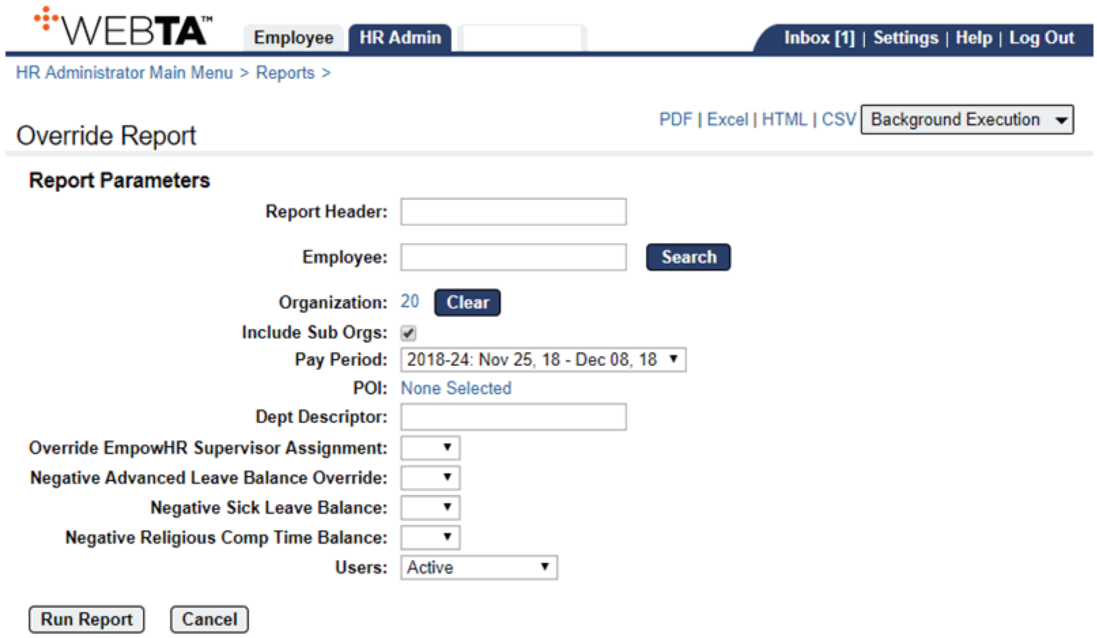


Figure 145: Override Report Parameters Page

3. Complete the following Report Parameters fields:

Report Header (see "***Report Header Field Instruction***" on page 233)

Employee (see "***Employee Field Instruction***" on page 225)

Organization (see "***Organization Field Instruction***" on page 231)

Include Sub Orgs (see "***Include Sub Orgs Field Instruction***" on page 228)

Pay Period (see "***Pay Period Field Instruction***" on page 232)

POI (see "***POI Field Instruction***" on page 233)

Dept Descriptor (see "***Dept Descriptor Field Instruction***" on page 224)

Override EmpowHR Supervisor Assignment (see "***Override EmpowHR Supervisor Assignment Field Instruction***" on page 232)

Negative Advanced Leave Balance Override (see "***Negative Advanced Leave Balance Override Field Instruction***" on page 230)

Negative Sick Leave Balance (see "***Negative Sick Leave Balance Field Instruction***" on page 230)

Negative Religious Comp Time Balance (see "***Negative Religious Comp Time Balance Field Instruction***" on page 230)

Users (see "***Users Field Instruction***" on page 240)

4. Select the **Run Report** button to run and display the report.

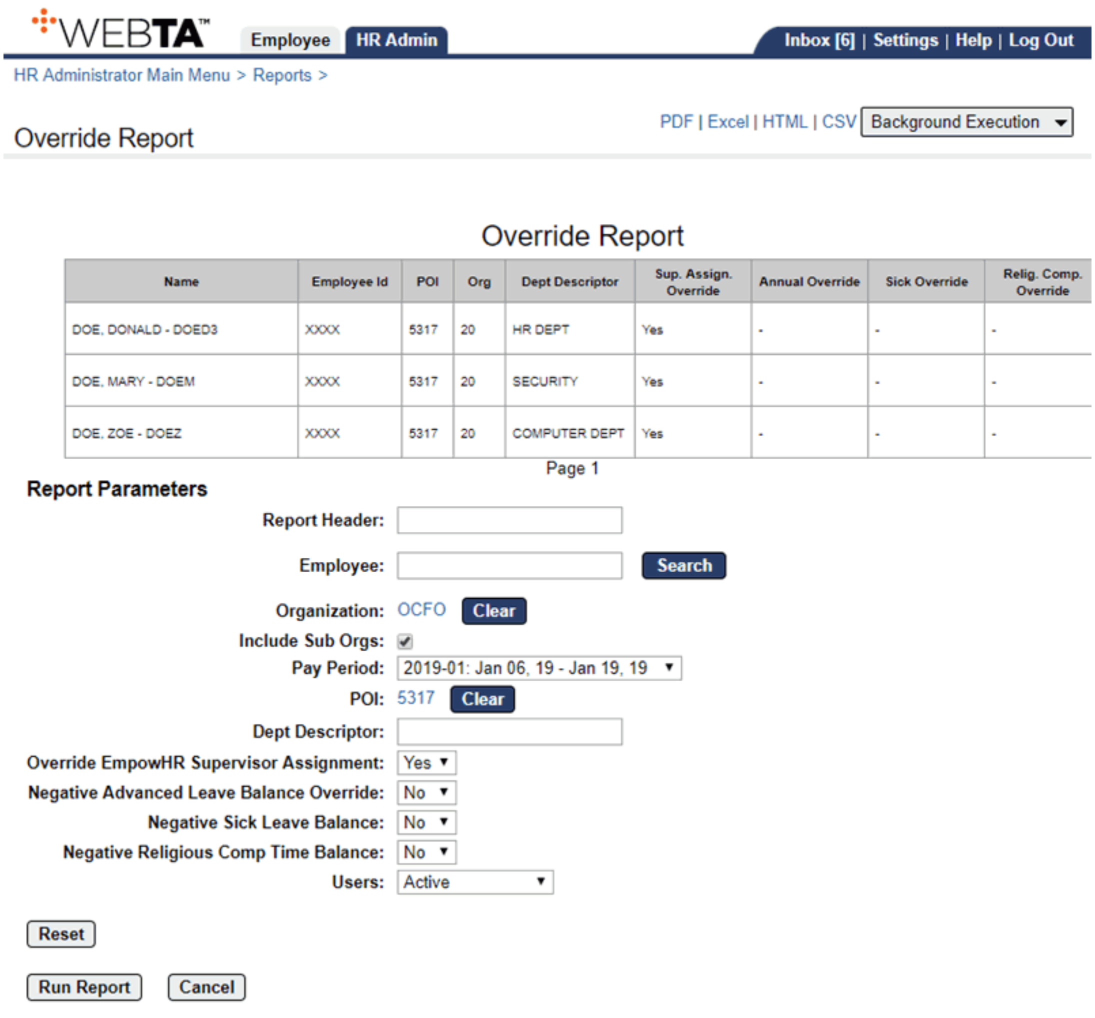


Figure 146: Override Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see ***My Saved and Scheduled Reports*** (on page 119).

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

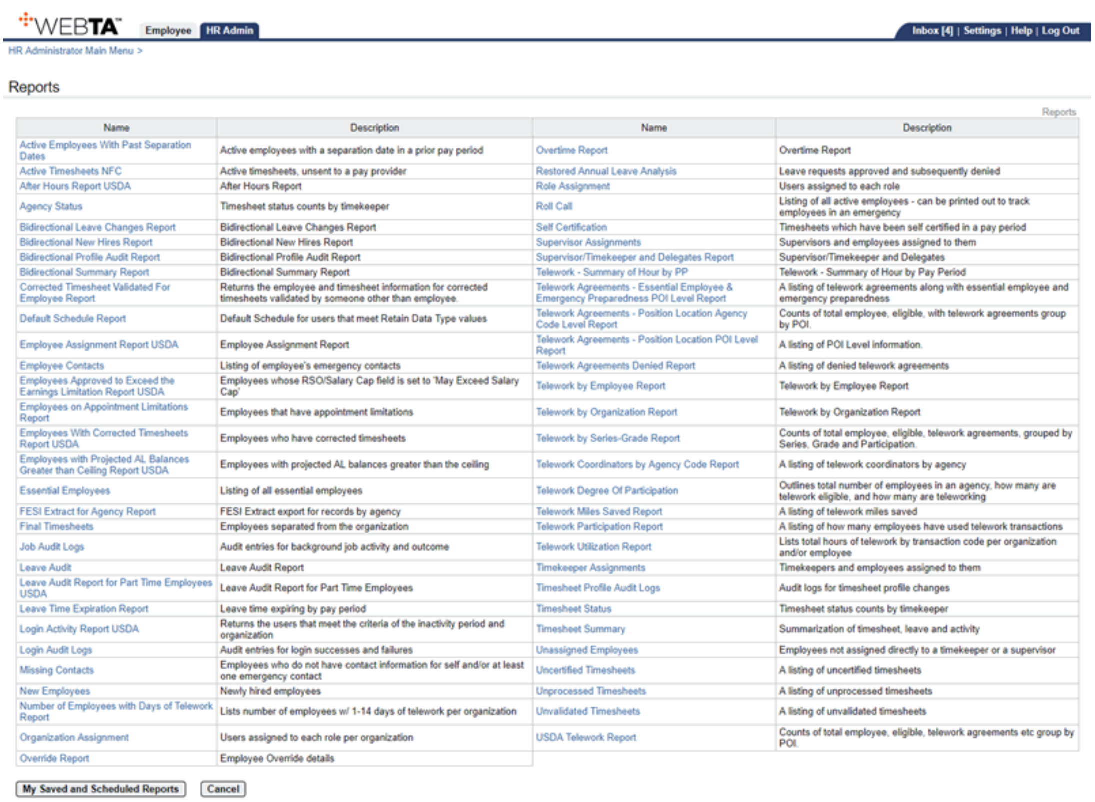
Step	Description
Select the **Cancel** button	Returns you to the Reports page.
Select the ***HR Admin*** tab	Returns you to the HR Administrator Menu page.
Select ***Log Out***	Logs you out of webTA.

Overtime Report

The Overtime Report lists, by employee, the number of overtime hours worked in the pay period(s) selected.

To Run the Overtime Report:

1. Select the ***Reports*** link from the Reports section on the HR Administrator Menu page. The Reports menu page is displayed.



Name	Description	Name	Description
Active Employees With Past Separation Dates	Active employees with a separation date in a prior pay period	Overtime Report	Overtime Report
Active Timesheets NFC	Active timesheets, unsent to a pay provider	Restored Annual Leave Analysis	Leave requests approved and subsequently denied
After Hours Report USDA	After Hours Report	Role Assignment	Users assigned to each role
Agency Status	Timesheet status counts by timekeeper	Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report	Self Certification	Timesheets which have been self certified in a pay period
Bidirectional New Hires Report	Bidirectional New Hires Report	Supervisor Assignments	Supervisors and employees assigned to them
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report	Supervisor/Timekeeper and Delegates Report	Supervisor/Timekeeper and Delegates
Bidirectional Summary Report	Bidirectional Summary Report	Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.	Telework Agreements - Essential Employee & Emergency Preparedness POI Level Report	A listing of telework agreements along with essential employee and emergency preparedness
Default Schedule Report	Default Schedule for users that meet Retain Data Type values	Telework Agreements - Position Location Agency Code Level Report	Counts of total employee, eligible, with telework agreements group by POI.
Employee Assignment Report USDA	Employee Assignment Report	Telework Agreements - Position Location POI Level Report	A listing of POI Level information.
Employee Contacts	Listing of employee's emergency contacts	Telework Agreements Denied Report	A listing of denied telework agreements
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'	Telework by Employee Report	Telework by Employee Report
Employees on Appointment Limitations Report	Employees that have appointment limitations	Telework by Organization Report	Telework by Organization Report
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets	Telework by Series-Grade Report	Counts of total employee, eligible, telework agreements, grouped by Series, Grade and Participation.
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling	Telework Coordinators by Agency Code Report	A listing of telework coordinators by agency
Essential Employees	Listing of all essential employees	Telework Degree Of Participation	Outlines total number of employees in an agency, how many are telework eligible, and how many are teleworking
FESI Extract for Agency Report	FESI Extract export for records by agency	Telework Miles Saved Report	A listing of telework miles saved
Final Timesheets	Employees separated from the organization	Telework Participation Report	A listing of how many employees have used telework transactions
Job Audit Logs	Audit entries for background job activity and outcome	Telework Utilization Report	Lists total hours of telework by transaction code per organization and/or employee
Leave Audit	Leave Audit Report	Timekeeper Assignments	Timekeepers and employees assigned to them
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees	Timesheet Profile Audit Logs	Audit logs for timesheet profile changes
Leave Time Expiration Report	Leave time expiring by pay period	Timesheet Status	Timesheet status counts by timekeeper
Login Activity Report USDA	Returns the users that meet the criteria of the inactivity period and organization	Timesheet Summary	Summarization of timesheet, leave and activity
Login Audit Logs	Audit entries for login successes and failures	Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact	Uncertified Timesheets	A listing of uncertified timesheets
New Employees	Newly hired employees	Unprocessed Timesheets	A listing of unprocessed timesheets
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization	Unvalidated Timesheets	A listing of unvalidated timesheets
Organization Assignment	Users assigned to each role per organization	USDA Telework Report	Counts of total employee, eligible, telework agreements etc group by POI.
Override Report	Employee Override details		

Figure 147: Reports Page

2. Select the ***Overtime Report*** link. The Overtime Report Parameters page is displayed.

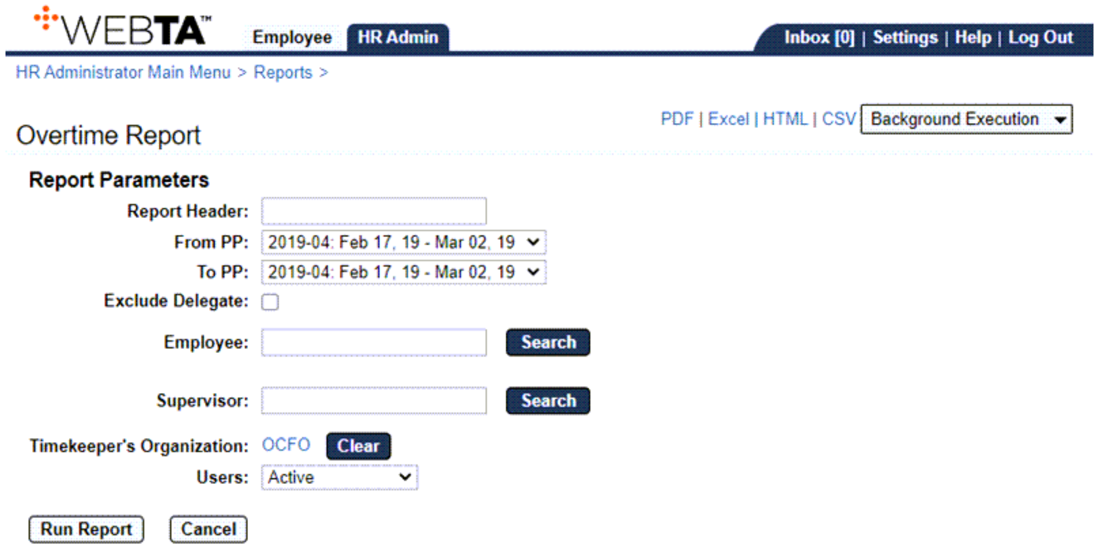


Figure 148: Overtime Report Parameters Page

3. Complete the following Report Parameters fields:

Report Header (see "***Report Header Field Instruction***" on page 233)

From PP (see "***From PP Field Instruction***" on page 226)

To PP (see "***To PP Field Instruction***" on page 238)

Exclude Delegate (see "***Exclude Delegate Field Instruction***" on page 226)

Employee (see "***Employee Field Instruction***" on page 225)

Supervisor (see "***Supervisor Field Instruction (Required)***" on page 237)

Timekeeper's Organization (see "***Timekeeper's Organization Field Instruction***" on page 238)

Users (see "***Users Field Instruction***" on page 240)

4. Select the **Run Report** button to run and display the report.

Figure 149: Overtime Report

OR

Select the PDF, Excel, HTML, or CSV link to display the report output in the specified file type. A dialog box displays options to open or save the output file.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see ***My Saved and Scheduled Reports*** (on page 119).

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

Step	Description
Select the **Cancel** button	Returns you to the Reports page.

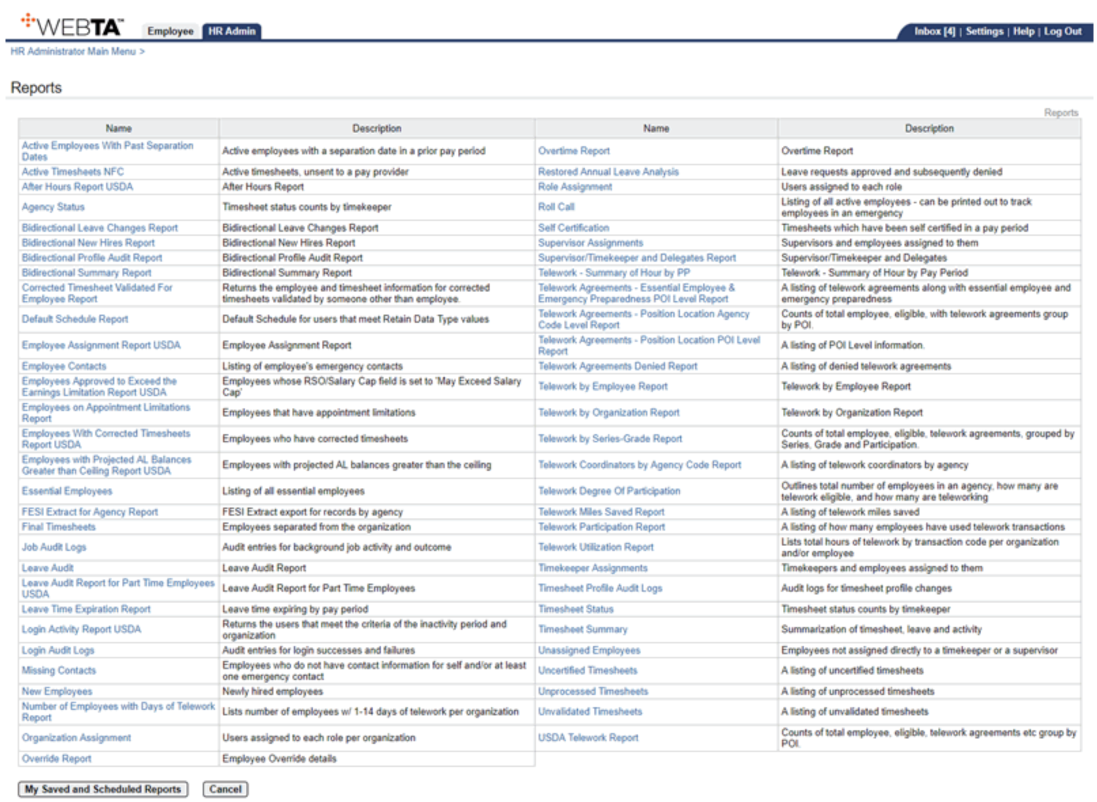
Step	Description
Select the ***HR Admin*** tab	Returns you to the HR Administrator Menu page.
Select ***Log Out***	Logs you out of webTA.

Restored Annual Leave Analysis

The Restored Annual Leave Analysis report lists leave requests that were approved and subsequently denied.

To Run the Restored Annual Leave Analysis Report:

1. Select the ***Reports*** link from the Reports section on the HR Administrator Menu page. The Reports menu is displayed.



Name	Description	Name	Description
Active Employees With Past Separation Dates	Active employees with a separation date in a prior pay period	Overtime Report	Overtime Report
Active Timesheets NFC	Active timesheets, unsent to a pay provider	Restored Annual Leave Analysis	Leave requests approved and subsequently denied
After Hours Report USDA	After Hours Report	Role Assignment	Users assigned to each role
Agency Status	Timesheet status counts by timekeeper	Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report	Self Certification	Timesheets which have been self certified in a pay period
Bidirectional New Hires Report	Bidirectional New Hires Report	Supervisor Assignments	Supervisors and employees assigned to them
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report	Supervisor/Timekeeper and Delegates Report	Supervisor/Timekeeper and Delegates
Bidirectional Summary Report	Bidirectional Summary Report	Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.	Telework Agreements - Essential Employee & Emergency Preparedness POI Level Report	A listing of telework agreements along with essential employee and emergency preparedness
Default Schedule Report	Default Schedule for users that meet Retain Data Type values	Telework Agreements - Position Location Agency Code Level Report	Counts of total employee, eligible, with telework agreements group by POI.
Employee Assignment Report USDA	Employee Assignment Report	Telework Agreements - Position Location POI Level Report	A listing of POI Level information.
Employee Contacts	Listing of employee's emergency contacts	Telework Agreements Denied Report	A listing of denied telework agreements
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'	Telework by Employee Report	Telework by Employee Report
Employees on Appointment Limitations Report	Employees that have appointment limitations	Telework by Organization Report	Telework by Organization Report
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets	Telework by Series-Grade Report	Counts of total employee, eligible, telework agreements, grouped by Series, Grade and Participation.
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling	Telework Coordinators by Agency Code Report	A listing of telework coordinators by agency
Essential Employees	Listing of all essential employees	Telework Degree Of Participation	Outlines total number of employees in an agency, how many are telework eligible, and how many are teleworking
FESI Extract for Agency Report	FESI Extract export for records by agency	Telework Miles Saved Report	A listing of telework miles saved
Final Timesheets	Employees separated from the organization	Telework Participation Report	A listing of how many employees have used telework transactions
Job Audit Logs	Audit entries for background job activity and outcome	Telework Utilization Report	Lists total hours of telework by transaction code per organization and/or employee
Leave Audit	Leave Audit Report	Timekeeper Assignments	Timekeepers and employees assigned to them
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees	Timesheet Profile Audit Logs	Audit logs for timesheet profile changes
Leave Time Expiration Report	Leave time expiring by pay period	Timesheet Status	Timesheet status counts by timekeeper
Login Activity Report USDA	Returns the users that meet the criteria of the inactivity period and organization	Timesheet Summary	Summarization of timesheet, leave and activity
Login Audit Logs	Audit entries for login successes and failures	Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact	Uncertified Timesheets	A listing of uncertified timesheets
New Employees	Newly hired employees	Unprocessed Timesheets	A listing of unprocessed timesheets
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization	Unvalidated Timesheets	A listing of unvalidated timesheets
Organization Assignment	Users assigned to each role per organization	USDA Telework Report	Counts of total employee, eligible, telework agreements etc group by POI.
Override Report	Employee Override details		

Figure 150: Reports Page

2. Select the ***Restored Annual Leave Analysis*** link. The Restored Annual Leave Analysis Report Parameters page is displayed.

Figure 151: Restored Annual Leave Analysis Report Parameters Page

3. Complete the following Report Parameters fields:

Report Header (see "***Report Header Field Instruction***" on page 233)

Employee (see "***Employee Field Instruction***" on page 225)

Leave Year (see "***Leave Year Field Instruction***" on page 229)

4. Select the **Run Report** button to run and display the report.

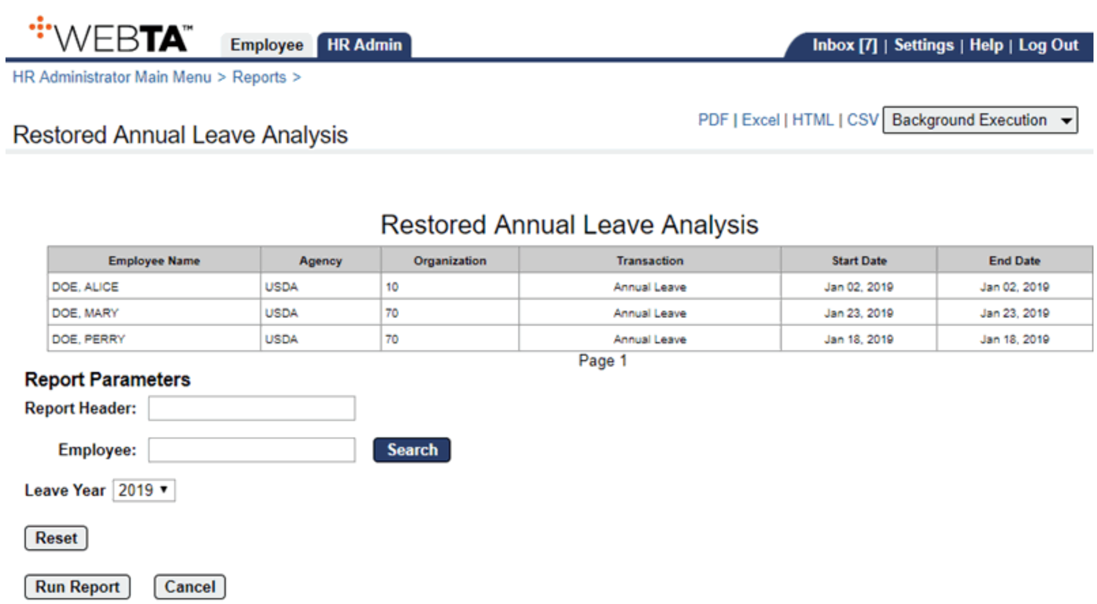


Figure 152: Restored Annual Leave Analysis Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see ***My Saved and Scheduled Reports*** (on page 119).

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

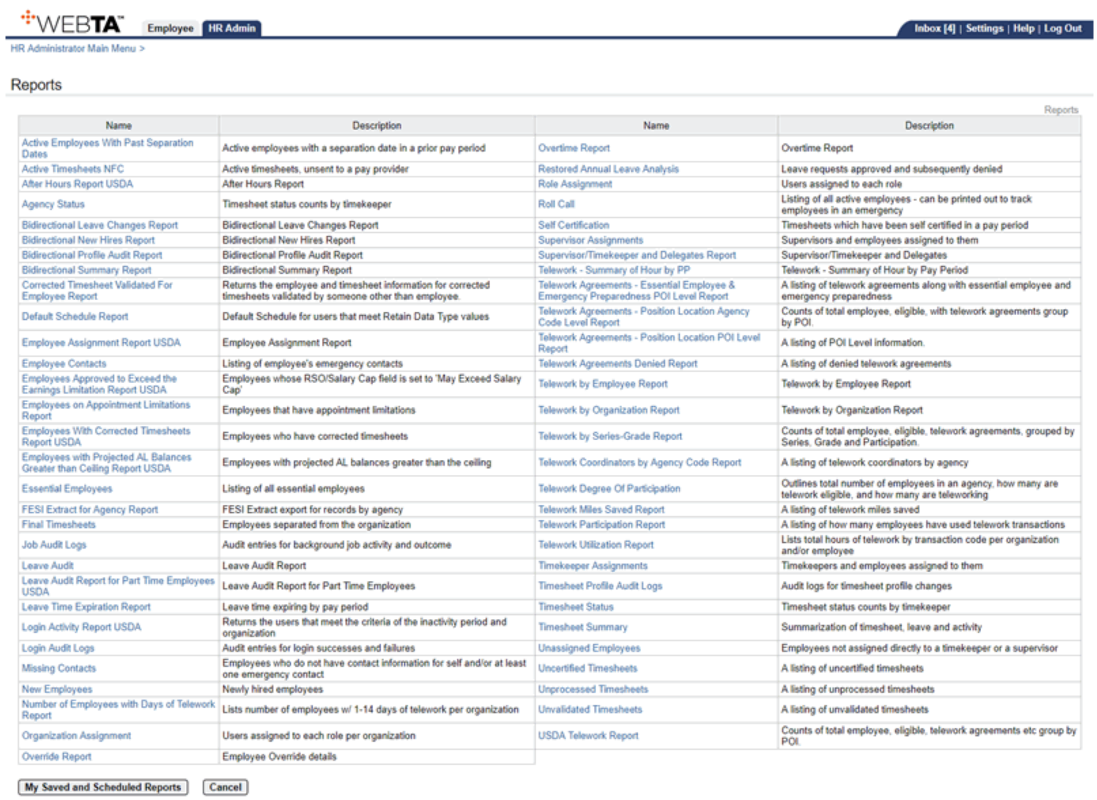
Step	Description
Select the **Cancel** button	Returns you to the Reports page.
Select the ***HR Admin*** tab	Returns you to the HR Administrator Menu page.
Select ***Log Out***	Logs you out of webTA.

Roll Call

The Roll Call report provides a list of active employees and their organizations. This report is used in emergency situations as it has columns to check off whether or not an employee is accounted for, and if the employee is not accounted for, a reason may be included.

To Run the Roll Call Report:

1. Select the ***Reports*** link from the Reports section on the HR Administrator Menu page. The Reports menu page is displayed.



WEBTA™ Employee | HR Admin — Inbox [4] | Settings | Help | Log Out

HR Administrator Main Menu >

Reports

Name	Description	Name	Description
Active Employees With Past Separation Dates	Active employees with a separation date in a prior pay period	Overtime Report	Overtime Report
Active Timesheets NFC	Active timesheets, unsent to a pay provider	Restored Annual Leave Analysis	Leave requests approved and subsequently denied
After Hours Report USDA	After Hours Report	Role Assignment	Users assigned to each role
Agency Status	Timesheet status counts by timekeeper	Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report	Self Certification	Timesheets which have been self certified in a pay period
Bidirectional New Hires Report	Bidirectional New Hires Report	Supervisor Assignments	Supervisors and employees assigned to them
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report	Supervisor/Timekeeper and Delegates Report	Supervisor/Timekeeper and Delegates
Bidirectional Summary Report	Bidirectional Summary Report	Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.	Telework Agreements - Essential Employee & Emergency Preparedness POI Level Report	A listing of telework agreements along with essential employee and emergency preparedness
Default Schedule Report	Default Schedule for users that meet Retain Data Type values	Telework Agreements - Position Location Agency Code Level Report	Counts of total employee, eligible, with telework agreements group by POI.
Employee Assignment Report USDA	Employee Assignment Report	Telework Agreements - Position Location POI Level Report	A listing of POI Level information.
Employee Contacts	Listing of employee's emergency contacts	Telework Agreements Denied Report	A listing of denied telework agreements
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'	Telework by Employee Report	Telework by Employee Report
Employees on Appointment Limitations Report	Employees that have appointment limitations	Telework by Organization Report	Telework by Organization Report
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets	Telework by Series-Grade Report	Counts of total employee, eligible, telework agreements, grouped by Series, Grade and Participation.
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling	Telework Coordinators by Agency Code Report	A listing of telework coordinators by agency
Essential Employees	Listing of all essential employees	Telework Degree Of Participation	Outlines total number of employees in an agency, how many are telework eligible, and how many are teleworking
FESI Extract for Agency Report	FESI Extract export for records by agency	Telework Miles Saved Report	A listing of telework miles saved
Final Timesheets	Employees separated from the organization	Telework Participation Report	A listing of how many employees have used telework transactions
Job Audit Logs	Audit entries for background job activity and outcome	Telework Utilization Report	Lists total hours of telework by transaction code per organization and/or employee
Leave Audit	Leave Audit Report	Timekeeper Assignments	Timekeepers and employees assigned to them
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees	Timesheet Profile Audit Logs	Audit logs for timesheet profile changes
Leave Time Expiration Report	Leave time expiring by pay period	Timesheet Status	Timesheet status counts by timekeeper
Login Activity Report USDA	Returns the users that meet the criteria of the inactivity period and organization	Timesheet Summary	Summarization of timesheet, leave and activity
Login Audit Logs	Audit entries for login successes and failures	Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact	Uncertified Timesheets	A listing of uncertified timesheets
New Employees	Newly hired employees	Unprocessed Timesheets	A listing of unprocessed timesheets
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization	Unvalidated Timesheets	A listing of unvalidated timesheets
Organization Assignment	Users assigned to each role per organization	USDA Telework Report	Counts of total employee, eligible, telework agreements etc group by POI.
Override Report	Employee Override details		

My Saved and Scheduled Reports | Cancel

Figure 153: Reports Page

2. Select the ***Roll Call*** link. The Roll Call Report Parameters page is displayed.

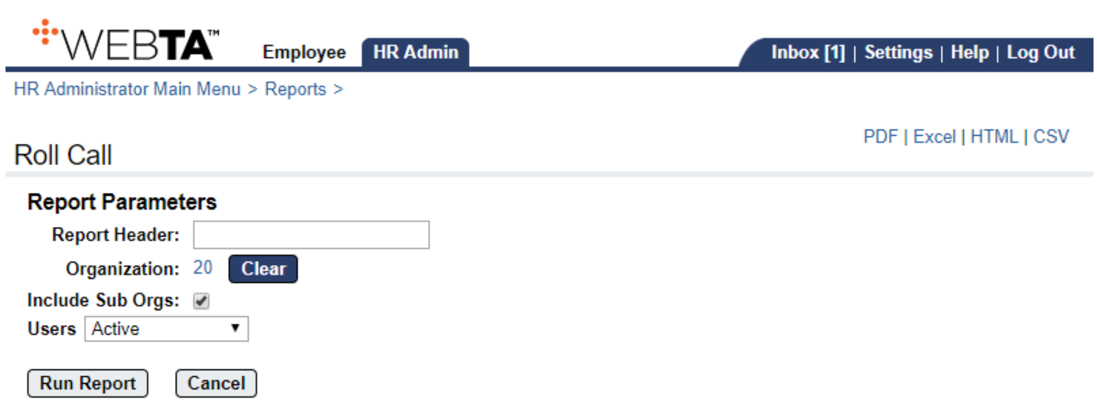


Figure 154: Roll Call Report Parameters Page

3. Complete the following fields:

Report Header (see "***Report Header Field Instruction***" on page 233)

Organization (see "***Organization Field Instruction***" on page 231)

Include Sub Orgs (see "***Include Sub Orgs Field Instruction***" on page 228)

Users (see "***Users Field Instruction***" on page 240)

4. Select the **Run Report** button to run and display the report.

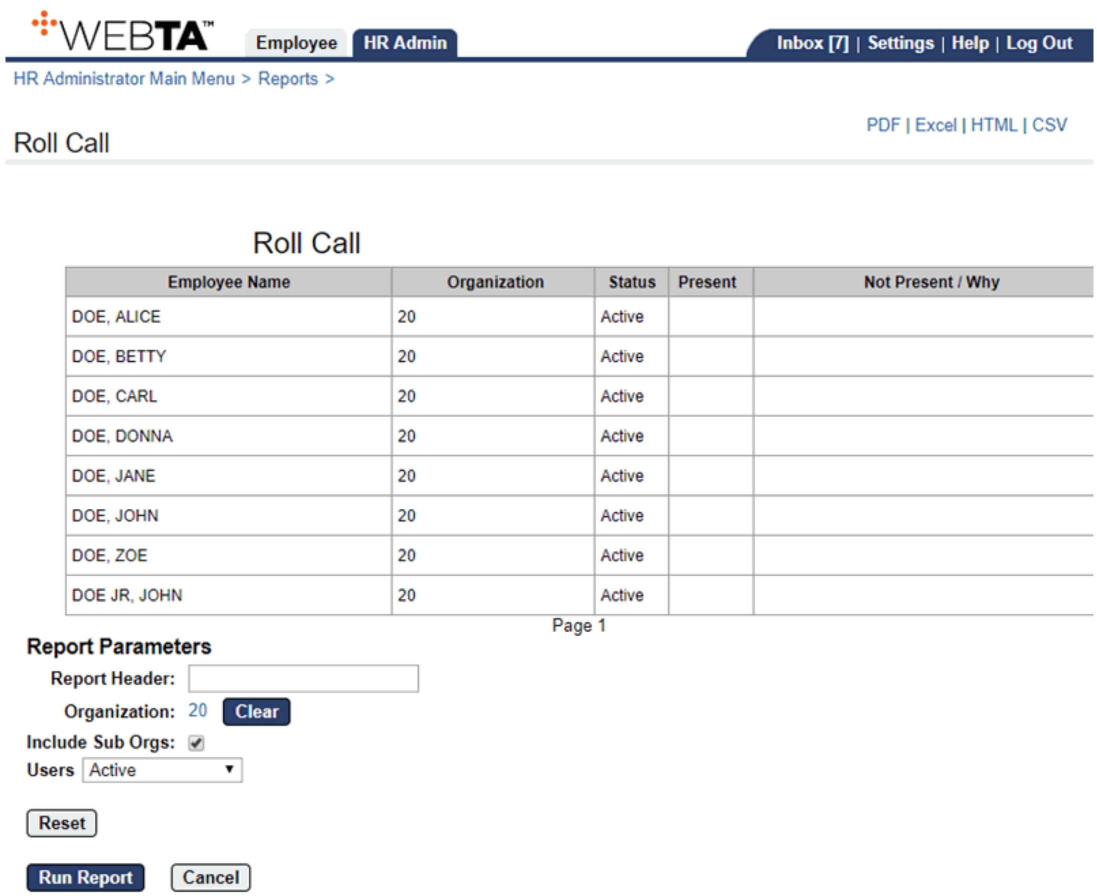


Figure 155: Roll Call Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

Step	Description

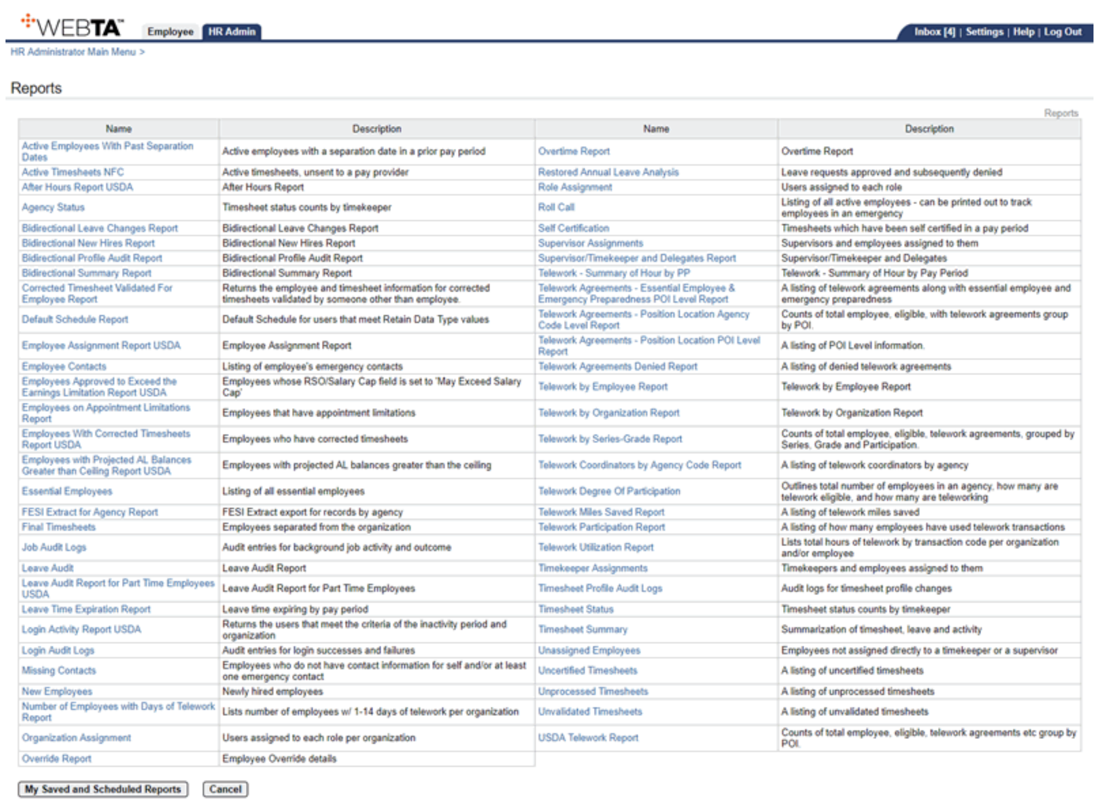
Step	Description
Select the **Cancel** button	Returns you to the Reports page.
Select the ***HR Admin*** tab	Returns you to the HR Administrator Menu page.
Select ***Log Out***	Logs you out of webTA.

Self Certification

The Self Certification report lists timesheets which have been self certified in the specified pay period or range of pay periods.

To Run the Self Certification Report:

1. Select the ***Reports*** link from the Reports section on the HR Administrator Menu page. The Reports menu is displayed.



Name	Description	Name	Description
Active Employees With Past Separation Dates	Active employees with a separation date in a prior pay period	Overtime Report	Overtime Report
Active Timesheets NFC	Active timesheets, unsent to a pay provider	Restored Annual Leave Analysis	Leave requests approved and subsequently denied
After Hours Report USDA	After Hours Report	Role Assignment	Users assigned to each role
Agency Status	Timesheet status counts by timekeeper	Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report	Self Certification	Timesheets which have been self certified in a pay period
Bidirectional New Hires Report	Bidirectional New Hires Report	Supervisor Assignments	Supervisors and employees assigned to them
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report	Supervisor/Timekeeper and Delegates Report	Supervisor/Timekeeper and Delegates
Bidirectional Summary Report	Bidirectional Summary Report	Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.	Telework Agreements - Essential Employee & Emergency Preparedness POI Level Report	A listing of telework agreements along with essential employee and emergency preparedness
Default Schedule Report	Default Schedule for users that meet Retain Data Type values	Telework Agreements - Position Location Agency Code Level Report	Counts of total employee, eligible, with telework agreements group by POI.
Employee Assignment Report USDA	Employee Assignment Report	Telework Agreements - Position Location POI Level Report	A listing of POI Level information.
Employee Contacts	Listing of employee's emergency contacts	Telework Agreements Denied Report	A listing of denied telework agreements
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'	Telework by Employee Report	Telework by Employee Report
Employees on Appointment Limitations Report	Employees that have appointment limitations	Telework by Organization Report	Telework by Organization Report
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets	Telework by Series-Grade Report	Counts of total employee, eligible, telework agreements, grouped by Series, Grade and Participation.
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling	Telework Coordinators by Agency Code Report	A listing of telework coordinators by agency
Essential Employees	Listing of all essential employees	Telework Degree Of Participation	Outlines total number of employees in an agency, how many are telework eligible, and how many are teleworking
FESI Extract for Agency Report	FESI Extract export for records by agency	Telework Miles Saved Report	A listing of telework miles saved
Final Timesheets	Employees separated from the organization	Telework Participation Report	A listing of how many employees have used telework transactions
Job Audit Logs	Audit entries for background job activity and outcome	Telework Utilization Report	Lists total hours of telework by transaction code per organization and/or employee
Leave Audit	Leave Audit Report	Timekeeper Assignments	Timekeepers and employees assigned to them
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees	Timesheet Profile Audit Logs	Audit logs for timesheet profile changes
Leave Time Expiration Report	Leave time expiring by pay period	Timesheet Status	Timesheet status counts by timekeeper
Login Activity Report USDA	Returns the users that meet the criteria of the inactivity period and organization	Timesheet Summary	Summarization of timesheet, leave and activity
Login Audit Logs	Audit entries for login successes and failures	Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact	Uncertified Timesheets	A listing of uncertified timesheets
New Employees	Newly hired employees	Unprocessed Timesheets	A listing of unprocessed timesheets
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization	Unvalidated Timesheets	A listing of unvalidated timesheets
Organization Assignment	Users assigned to each role per organization	USDA Telework Report	Counts of total employee, eligible, telework agreements etc group by POI.
Override Report	Employee Override details		

Figure 156: Reports Page

2. Select the ***Self Certification*** link. The Self Certification Report Parameters page is displayed.

Figure 157: Self Certification Report Parametes Page

3. Complete the following Report Parameters fields:

Report Header (see "***Report Header Field Instruction***" on page 233)

From PP (see "***From PP Field Instruction***" on page 226)

To PP (see "***To PP Field Instruction***" on page 238)

4. Select the **Run Report** button to run and display the report.

Figure 158: Self Certification Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see ***My Saved and Scheduled Reports*** (on page 119).

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

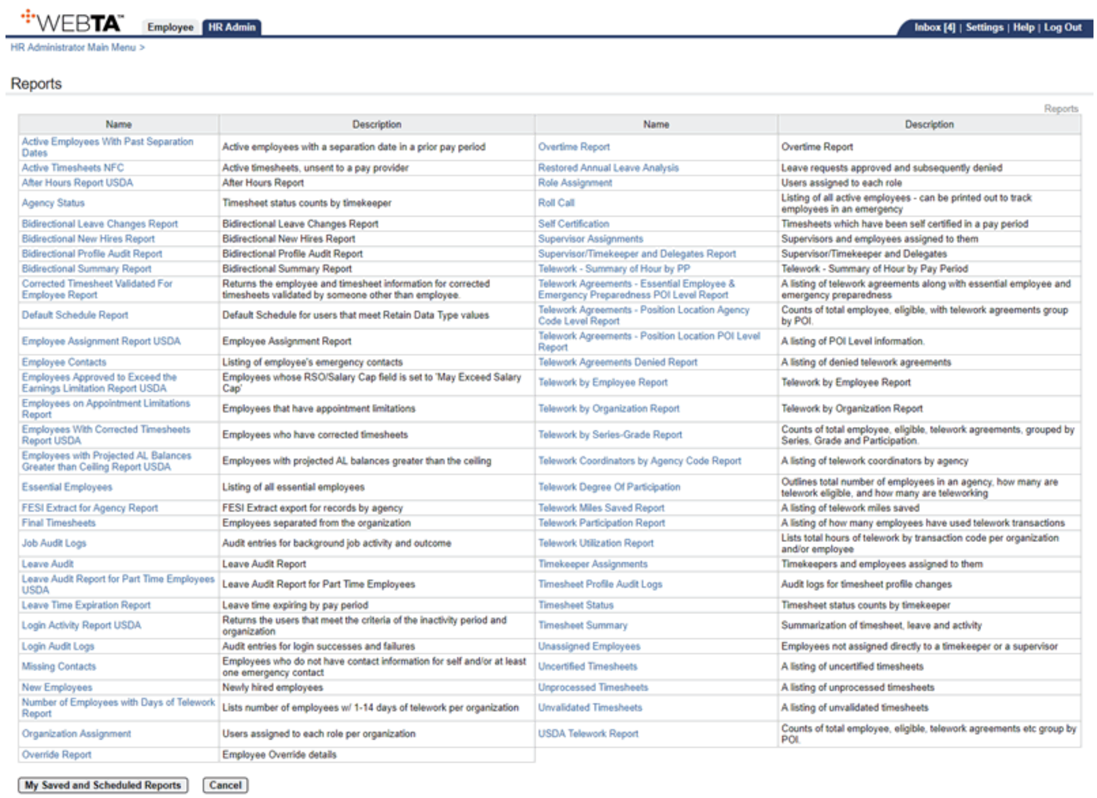
Step	Description
Select the **Cancel** button	Returns you to the Reports page.
Select the ***HR Admin*** tab	Returns you to the HR Administrator Menu page.
Select ***Log Out***	Logs you out of webTA.

Supervisor Assignments

The Supervisor Assignments report provides a listing of which employees are assigned to individual supervisors.

To Run the Supervisor Assignments Report:

1. Select the ***Reports*** link from the Reports section on the HR Administrator Menu page. The Reports menu page is displayed.



Name	Description	Name	Description
Active Employees With Past Separation Dates	Active employees with a separation date in a prior pay period	Overtime Report	Overtime Report
Active Timesheets NFC	Active timesheets, unsent to a pay provider	Restored Annual Leave Analysis	Leave requests approved and subsequently denied
After Hours Report USDA	After Hours Report	Role Assignment	Users assigned to each role
Agency Status	Timesheet status counts by timekeeper	Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report	Self Certification	Timesheets which have been self certified in a pay period
Bidirectional New Hires Report	Bidirectional New Hires Report	Supervisor Assignments	Supervisors and employees assigned to them
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report	Supervisor/Timekeeper and Delegates Report	Supervisor/Timekeeper and Delegates
Bidirectional Summary Report	Bidirectional Summary Report	Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.	Telework Agreements - Essential Employee & Emergency Preparedness POI Level Report	A listing of telework agreements along with essential employee and emergency preparedness
Default Schedule Report	Default Schedule for users that meet Retain Data Type values	Telework Agreements - Position Location Agency Code Level Report	Counts of total employee, eligible, with telework agreements group by POI.
Employee Assignment Report USDA	Employee Assignment Report	Telework Agreements - Position Location POI Level Report	A listing of POI Level information.
Employee Contacts	Listing of employee's emergency contacts	Telework Agreements Denied Report	A listing of denied telework agreements
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'	Telework by Employee Report	Telework by Employee Report
Employees on Appointment Limitations Report	Employees that have appointment limitations	Telework by Organization Report	Telework by Organization Report
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets	Telework by Series-Grade Report	Counts of total employee, eligible, telework agreements, grouped by Series, Grade and Participation.
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling	Telework Coordinators by Agency Code Report	A listing of telework coordinators by agency
Essential Employees	Listing of all essential employees	Telework Degree Of Participation	Outlines total number of employees in an agency, how many are telework eligible, and how many are teleworking
FESI Extract for Agency Report	FESI Extract export for records by agency	Telework Miles Saved Report	A listing of telework miles saved
Final Timesheets	Employees separated from the organization	Telework Participation Report	A listing of how many employees have used telework transactions
Job Audit Logs	Audit entries for background job activity and outcome	Telework Utilization Report	Lists total hours of telework by transaction code per organization and/or employee
Leave Audit	Leave Audit Report	Timekeeper Assignments	Timekeepers and employees assigned to them
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees	Timesheet Profile Audit Logs	Audit logs for timesheet profile changes
Leave Time Expiration Report	Leave time expiring by pay period	Timesheet Status	Timesheet status counts by timekeeper
Login Activity Report USDA	Returns the users that meet the criteria of the inactivity period and organization	Timesheet Summary	Summarization of timesheet, leave and activity
Login Audit Logs	Audit entries for login successes and failures	Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact	Uncertified Timesheets	A listing of uncertified timesheets
New Employees	Newly hired employees	Unprocessed Timesheets	A listing of unprocessed timesheets
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization	Unvalidated Timesheets	A listing of unvalidated timesheets
Organization Assignment	Users assigned to each role per organization	USDA Telework Report	Counts of total employee, eligible, telework agreements etc group by POI.
Override Report	Employee Override details		

My Saved and Scheduled Reports | Cancel

Figure 159: Reports Page

2. Select the ***Supervisor Assignments*** link. The Supervisor Assignments Report Parameters page is displayed.

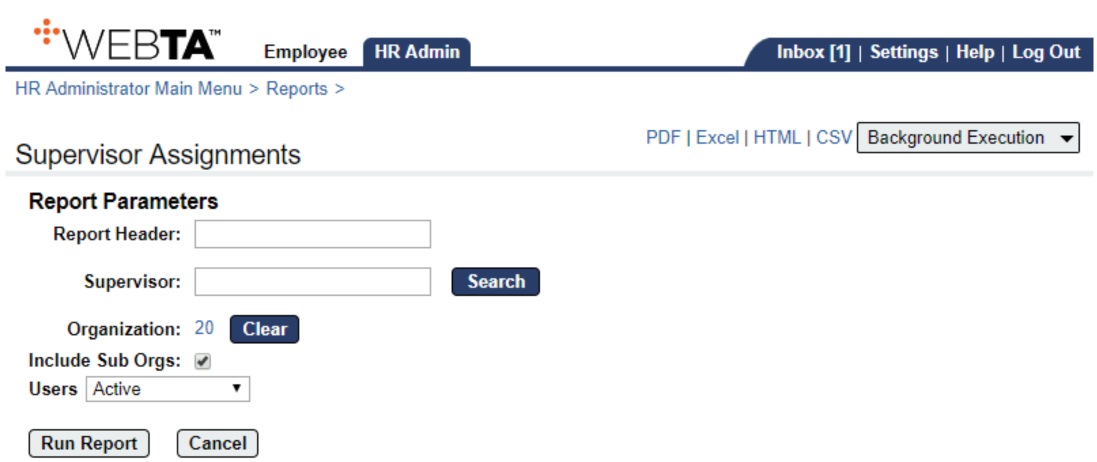


Figure 160: Supervisor Assignments Report Parameters Page

3. Complete the following fields:

   Report Header (see "***Report Header Field Instruction***" on page 233)

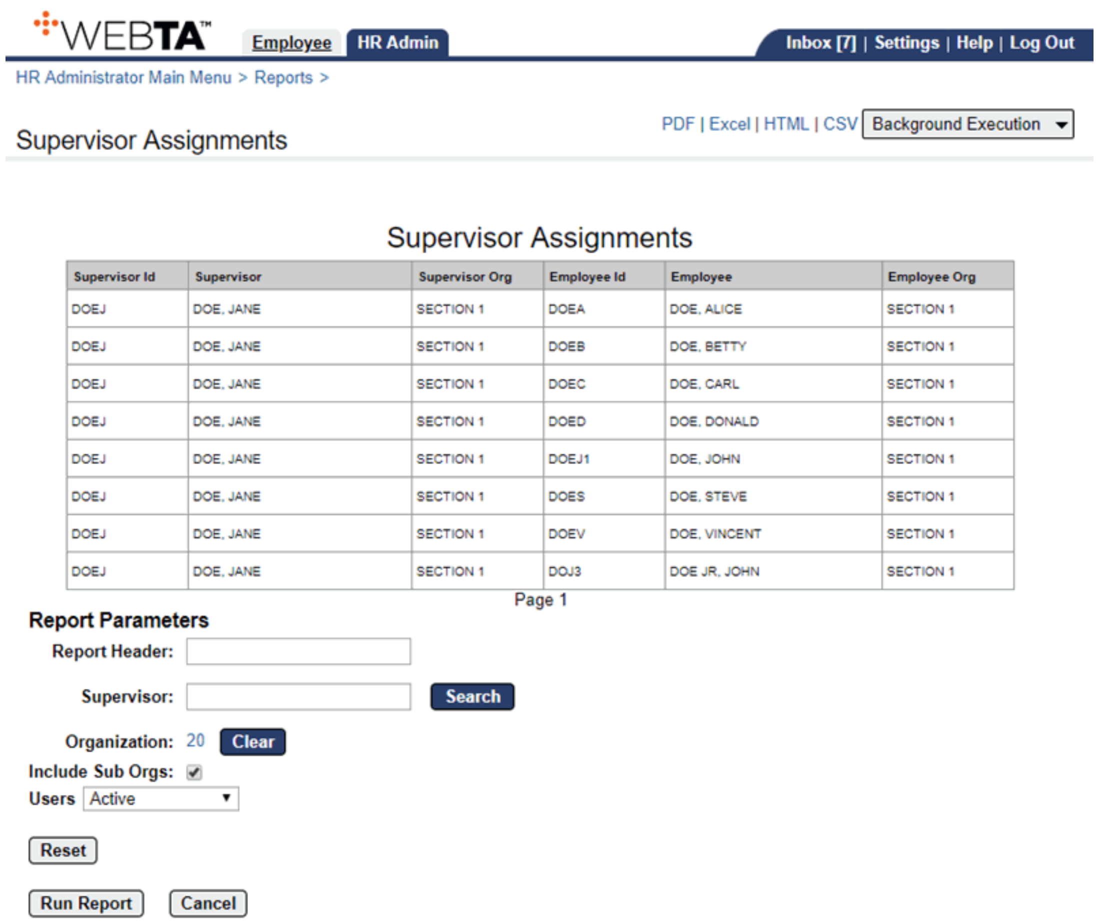
   Supervisor (see "***Supervisor Field Instruction***" on page 237)

   Organization (see "***Organization Field Instruction***" on page 231)

   Include Sub Orgs (see "***Include Sub Orgs Field Instruction***" on page 228)

   Users (see "***Users Field Instruction***" on page 240)

4. Select the **Run Report** button to run and display the report.



Supervisor Id	Supervisor	Supervisor Org	Employee Id	Employee	Employee Org
DOEJ	DOE, JANE	SECTION 1	DOEA	DOE, ALICE	SECTION 1
DOEJ	DOE, JANE	SECTION 1	DOEB	DOE, BETTY	SECTION 1
DOEJ	DOE, JANE	SECTION 1	DOEC	DOE, CARL	SECTION 1
DOEJ	DOE, JANE	SECTION 1	DOED	DOE, DONALD	SECTION 1
DOEJ	DOE, JANE	SECTION 1	DOEJ1	DOE, JOHN	SECTION 1
DOEJ	DOE, JANE	SECTION 1	DOES	DOE, STEVE	SECTION 1
DOEJ	DOE, JANE	SECTION 1	DOEV	DOE, VINCENT	SECTION 1
DOEJ	DOE, JANE	SECTION 1	DOJ3	DOE JR, JOHN	SECTION 1

Figure 161: Supervisor Assignments Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the ***Background Execution*** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see ***My Saved and Scheduled Reports*** (on page 119).

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

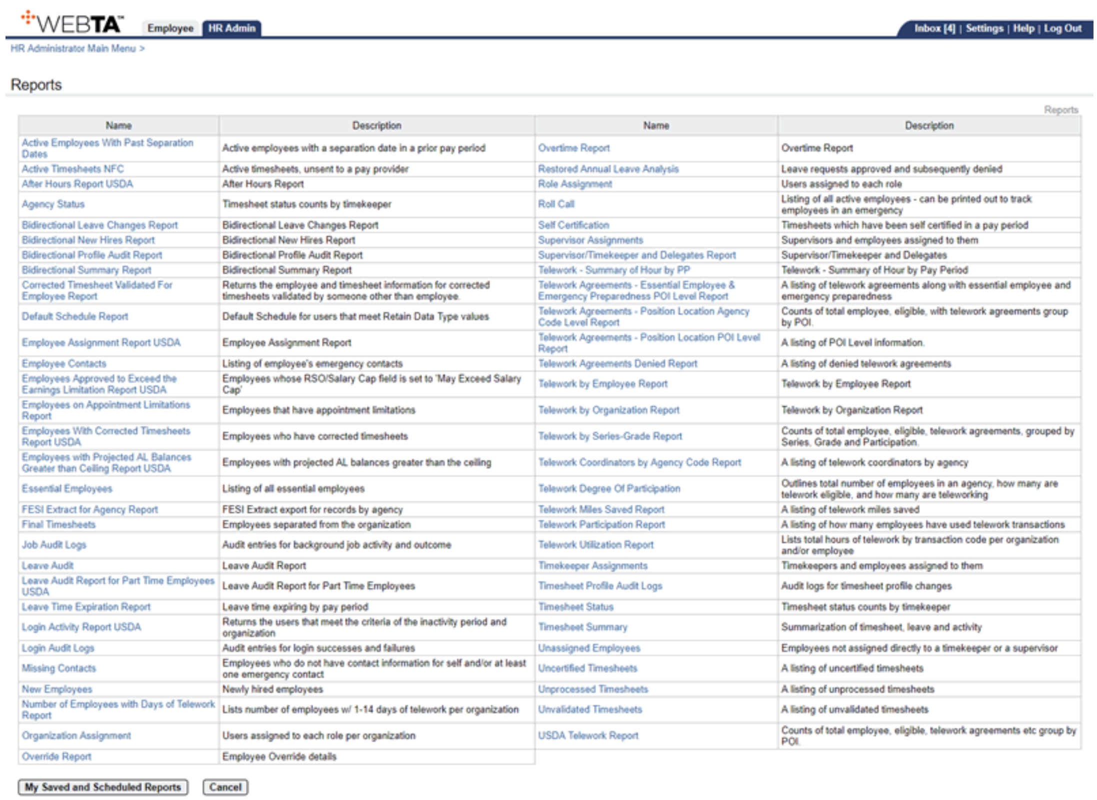
Step	Description
Select the **Cancel** button	Returns you to the Reports page.
Select the ***HR Admin*** tab	Returns you to the HR Administrator Menu page.
Select ***Log Out***	Logs you out of webTA.

Supervisor/Timekeeper and Delegates Report

The Supervisor/Timekeeper and Delegates Report report provides a list of delegated roles and employees assigned as delegates.

To Run the Supervisor/Timekeeper and Delegates Report:

1. Select the ***Reports*** link from the Reports section on the Master HR Administrator Menu page. The Reports menu page is displayed.


WEBTA Employee HR Admin Inbox [4] | Settings | Help | Log Out

HR Administrator Main Menu >

Reports

Name	Description	Name	Description
Active Employees With Past Separation Dates	Active employees with a separation date in a prior pay period	Overtime Report	Overtime Report
Active Timesheets NFC	Active timesheets, unsent to a pay provider	Restored Annual Leave Analysis	Leave requests approved and subsequently denied
After Hours Report USDA	After Hours Report	Role Assignment	Users assigned to each role
Agency Status	Timesheet status counts by timekeeper	Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report	Self Certification	Timesheets which have been self certified in a pay period
Bidirectional New Hires Report	Bidirectional New Hires Report	Supervisor Assignments	Supervisors and employees assigned to them
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report	Supervisor/Timekeeper and Delegates Report	Supervisor/Timekeeper and Delegates
Bidirectional Summary Report	Bidirectional Summary Report	Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.	Telework Agreements - Essential Employee & Emergency Preparedness POI Level Report	A listing of telework agreements along with essential employee and emergency preparedness
Default Schedule Report	Default Schedule for users that meet Retain Data Type values	Telework Agreements - Position Location Agency Code Level Report	Counts of total employee, eligible, with telework agreements group by POI.
Employee Assignment Report USDA	Employee Assignment Report	Telework Agreements - Position Location POI Level Report	A listing of POI Level information.
Employee Contacts	Listing of employee's emergency contacts	Telework Agreements Denied Report	A listing of denied telework agreements
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'	Telework by Employee Report	Telework by Employee Report
Employees on Appointment Limitations Report	Employees that have appointment limitations	Telework by Organization Report	Telework by Organization Report
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets	Telework by Series-Grade Report	Counts of total employee, eligible, telework agreements, grouped by Series, Grade and Participation.
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling	Telework Coordinators by Agency Code Report	A listing of telework coordinators by agency
Essential Employees	Listing of all essential employees	Telework Degree Of Participation	Outlines total number of employees in an agency, how many are telework eligible, and how many are teleworking
FESI Extract for Agency Report	FESI Extract export for records by agency	Telework Miles Saved Report	A listing of telework miles saved
Final Timesheets	Employees separated from the organization	Telework Participation Report	A listing of how many employees have used telework transactions
Job Audit Logs	Audit entries for background job activity and outcome	Telework Utilization Report	Lists total hours of telework by transaction code per organization and/or employee
Leave Audit	Leave Audit Report	Timekeeper Assignments	Timekeepers and employees assigned to them
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees	Timesheet Profile Audit Logs	Audit logs for timesheet profile changes
Leave Time Expiration Report	Leave time expiring by pay period	Timesheet Status	Timesheet status counts by timekeeper
Login Activity Report USDA	Returns the users that meet the criteria of the inactivity period and organization	Timesheet Summary	Summarization of timesheet, leave and activity
Login Audit Logs	Audit entries for login successes and failures	Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact	Uncertified Timesheets	A listing of uncertified timesheets
New Employees	Newly hired employees	Unprocessed Timesheets	A listing of unprocessed timesheets
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization	Unvalidated Timesheets	A listing of unvalidated timesheets
Organization Assignment	Users assigned to each role per organization	USDA Telework Report	Counts of total employee, eligible, telework agreements etc group by POI.
Override Report	Employee Override details		

My Saved and Scheduled Reports | Cancel

Figure 162: Reports Page

2. Select the ***Supervisor/Timekeeper and Delegates Report*** link. The Supervisor/Timekeeper and Delegates Report Parameters page is displayed.

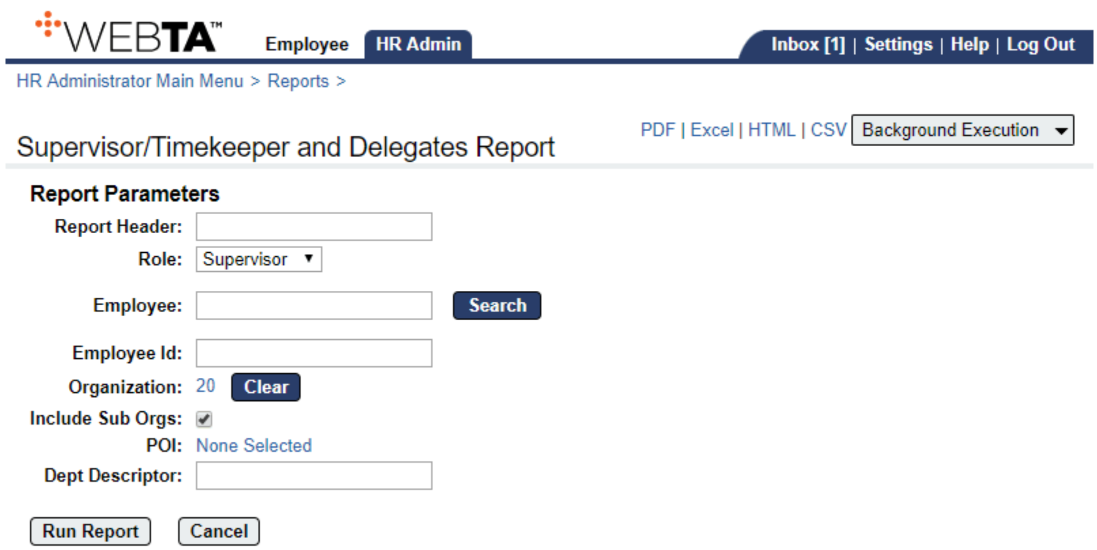


Figure 163: Supervisor/Timekeeper and Delegates Report Parameters Page

3. Complete the following fields:

Report Header (see "***Report Header Field Instruction***" on page 233)

Role (see "***Role Field Instruction***" on page 234)

Employee (see "***Employee Field Instruction***" on page 225)

Employee Id (see "***Employee Id Field***" on page 225)

Organization (see "***Organization Field Instruction***" on page 231)

Include Sub Orgs (see "***Include Sub Orgs Field Instruction***" on page 228)

POI (see "***POI Field Instruction***" on page 233)

Dept Description (see "***Dept Descriptor Field Instruction***" on page 224)

4. Select the **Run Report** button to run and display the report.

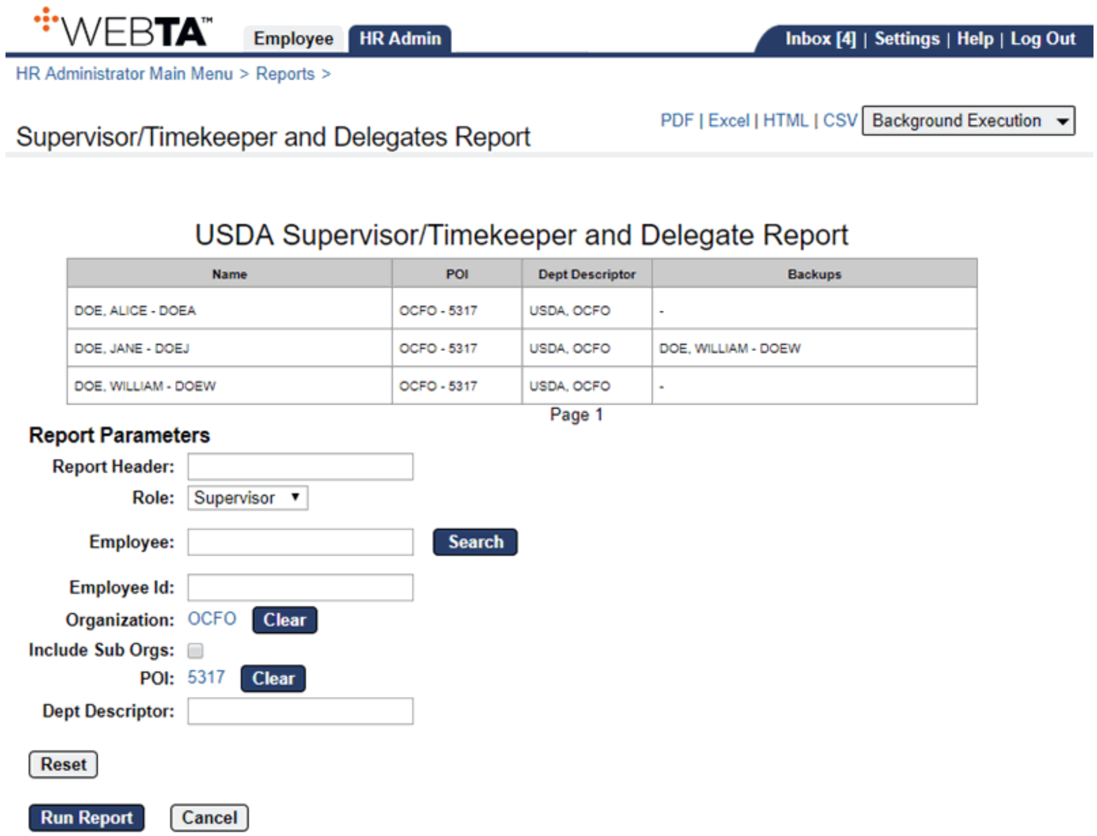


Figure 164: Supervisor/Timekeeper and Delegates Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the ***Background Execution*** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see ***My Saved and Scheduled Reports*** (on page 119).

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

Step	Description
Select the **Cancel** button	Returns you to the Reports page.

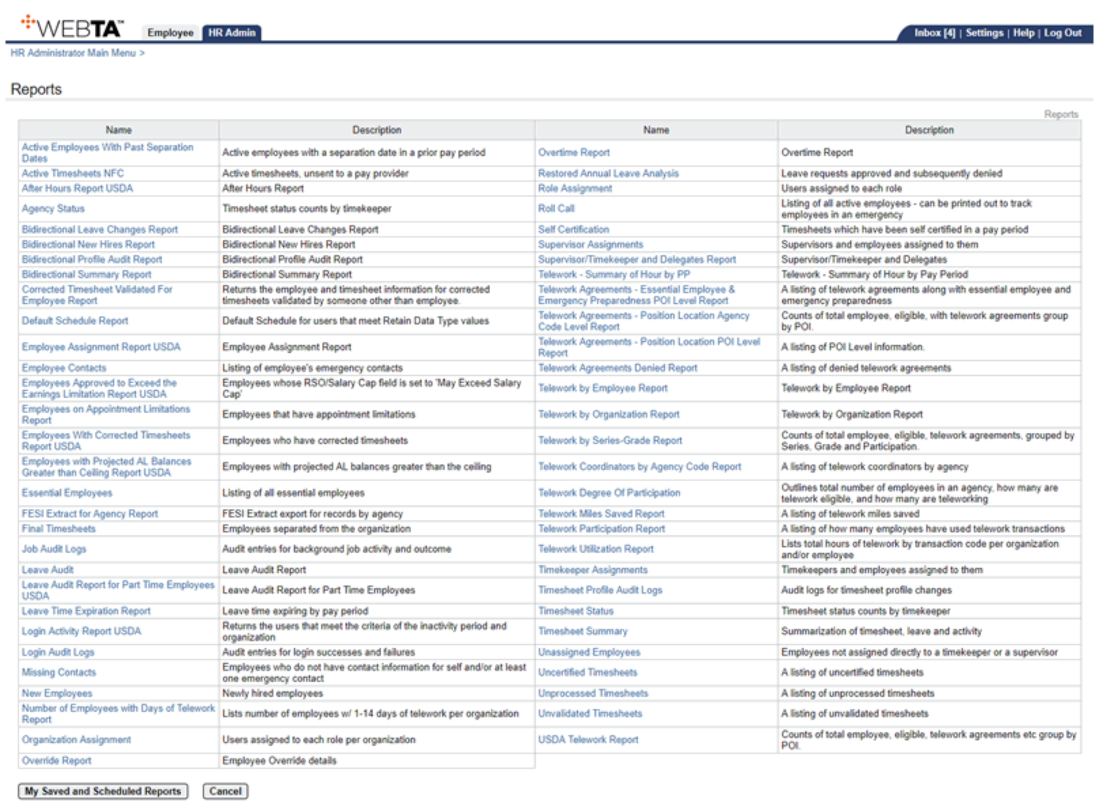
Step	Description
Select the ***HR Admin*** tab	Returns you to the HR Administrator Menu page.
Select ***Log Out***	Logs you out of webTA.

Timekeeper Assignments

The Timekeeper Assignments report lists timekeepers and the employees assigned to them.

To Run the Timekeeper Assignments Report:

1. Select the ***Reports*** link from the Reports section on the HR Administrator Menu page. The Reports menu is displayed.



Name	Description	Name	Description
Active Employees With Past Separation Dates	Active employees with a separation date in a prior pay period	Overtime Report	Overtime Report
Active Timesheets NFC	Active timesheets, unsent to a pay provider	Restored Annual Leave Analysis	Leave requests approved and subsequently denied
After Hours Report USDA	After Hours Report	Role Assignment	Users assigned to each role
Agency Status	Timesheet status counts by timekeeper	Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report	Self Certification	Timesheets which have been self certified in a pay period
Bidirectional New Hires Report	Bidirectional New Hires Report	Supervisor Assignments	Supervisors and employees assigned to them
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report	Supervisor/Timekeeper and Delegates Report	Supervisor/Timekeeper and Delegates
Bidirectional Summary Report	Bidirectional Summary Report	Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.	Telework Agreements - Essential Employee & Emergency Preparedness POI Level Report	A listing of telework agreements along with essential employee and emergency preparedness
Default Schedule Report	Default Schedule for users that meet Retain Data Type values	Telework Agreements - Position Location Agency Code Level Report	Counts of total employee, eligible, with telework agreements group by POI.
Employee Assignment Report USDA	Employee Assignment Report	Telework Agreements - Position Location POI Level Report	A listing of POI Level information.
Employee Contacts	Listing of employee's emergency contacts	Telework Agreements Denied Report	A listing of denied telework agreements
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'	Telework by Employee Report	Telework by Employee Report
Employees on Appointment Limitations Report	Employees that have appointment limitations	Telework by Organization Report	Telework by Organization Report
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets	Telework by Series-Grade Report	Counts of total employee, eligible, telework agreements, grouped by Series, Grade and Participation.
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling	Telework Coordinators by Agency Code Report	A listing of telework coordinators by agency
Essential Employees	Listing of all essential employees	Telework Degree Of Participation	Outlines total number of employees in an agency, how many are telework eligible, and how many are teleworking
FESI Extract for Agency Report	FESI Extract export for records by agency	Telework Miles Saved Report	A listing of telework miles saved
Final Timesheets	Employees separated from the organization	Telework Participation Report	A listing of how many employees have used telework transactions
Job Audit Logs	Audit entries for background job activity and outcome	Telework Utilization Report	Lists total hours of telework by transaction code per organization and/or employee
Leave Audit	Leave Audit Report	Timekeeper Assignments	Timekeepers and employees assigned to them
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees	Timesheet Profile Audit Logs	Audit logs for timesheet profile changes
Leave Time Expiration Report	Leave time expiring by pay period	Timesheet Status	Timesheet status counts by timekeeper
Login Activity Report USDA	Returns the users that meet the criteria of the inactivity period and organization	Timesheet Summary	Summarization of timesheet, leave and activity
Login Audit Logs	Audit entries for login successes and failures	Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact	Uncertified Timesheets	A listing of uncertified timesheets
New Employees	Newly hired employees	Unprocessed Timesheets	A listing of unprocessed timesheets
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization	Unvalidated Timesheets	A listing of unvalidated timesheets
Organization Assignment	Users assigned to each role per organization	USDA Telework Report	Counts of total employee, eligible, telework agreements etc group by POI.
Override Report	Employee Override details		

Figure 165: Reports Page

2. Select the ***Timekeeper Assignments*** link. The Timekeeper Assignments Report Parameters page is displayed.

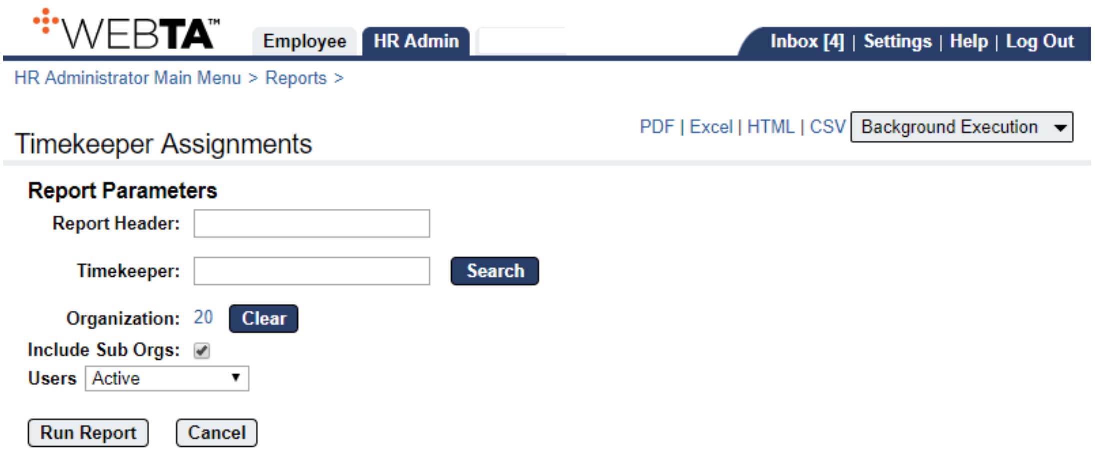


Figure 166: Timekeeper Assignments Report Parameters Page

3. Complete the following Report Parameters fields:

Report Header (see "***Report Header Field Instruction***" on page 233)

Timekeeper (see "***Timekeeper Field Instruction***" on page 237)

Organization (see "***Organization Field Instruction***" on page 231)

Include Sub Orgs (see "***Include Sub Orgs Field Instruction***" on page 228)

Users (see "***Users Field Instruction***" on page 240)

4. Select the **Run Report** button to run and display the report.

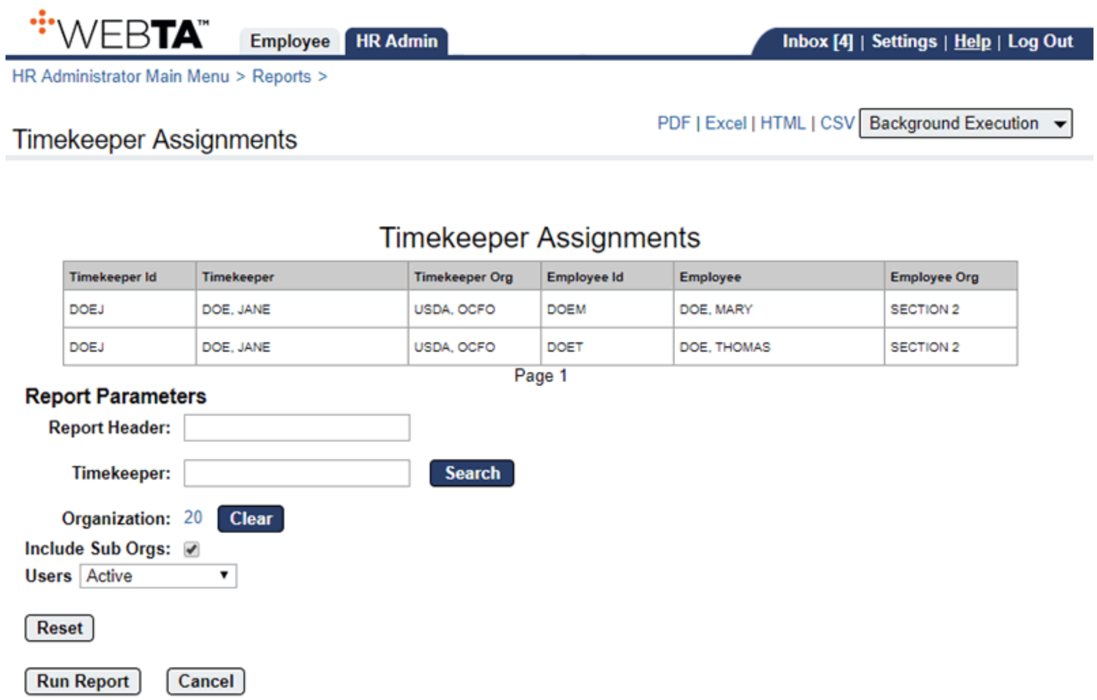


Figure 167: Timekeeper Assignments Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see ***My Saved and Scheduled Reports*** (on page 119).

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

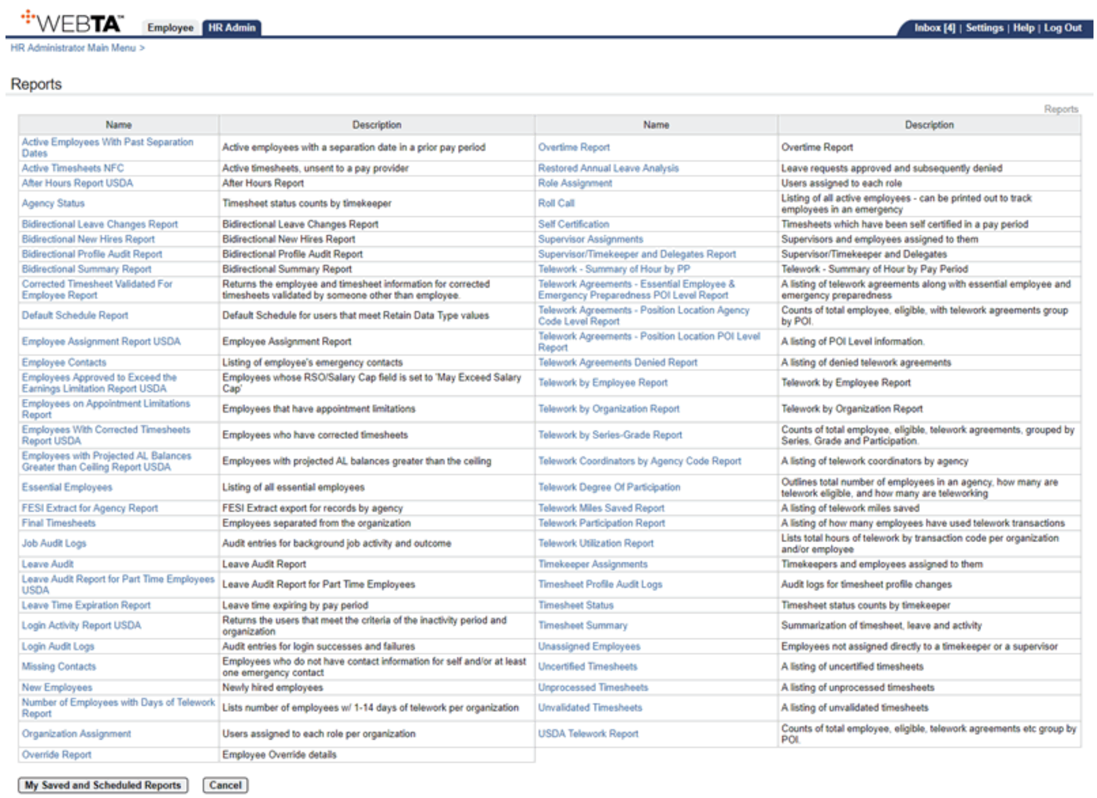
Step	Description
Select the **Cancel** button	Returns you to the Reports page.
Select the ***HR Admin*** tab	Returns you to the HR Administrator Menu page.
Select ***Log Out***	Logs you out of webTA.

Timesheet Status

The Timesheet Status report provides a count by pay period of the number of timesheets in each status (**`Pending`**, **`Validated`**, **`Certified`**, or **`Processed`**).

To Run the Timesheet Status Report:

1. Select the ***Reports*** link from the Reports section on the HR Administrator Menu page. The Reports menu is displayed.


WEBTA Employee HR Admin Inbox [4] | Settings | Help | Log Out

HR Administrator Main Menu >

Reports

Reports

Name	Description	Name	Description
Active Employees With Past Separation Dates	Active employees with a separation date in a prior pay period	Overtime Report	Overtime Report
Active Timesheets NFC	Active timesheets, unsent to a pay provider	Restored Annual Leave Analysis	Leave requests approved and subsequently denied
After Hours Report USDA	After Hours Report	Role Assignment	Users assigned to each role
Agency Status	Timesheet status counts by timekeeper	Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report	Self Certification	Timesheets which have been self certified in a pay period
Bidirectional New Hires Report	Bidirectional New Hires Report	Supervisor Assignments	Supervisors and employees assigned to them
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report	Supervisor/Timekeeper and Delegates Report	Supervisor/Timekeeper and Delegates
Bidirectional Summary Report	Bidirectional Summary Report	Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.	Telework Agreements - Essential Employee & Emergency Preparedness POI Level Report	A listing of telework agreements along with essential employee and emergency preparedness
Default Schedule Report	Default Schedule for users that meet Retain Data Type values	Telework Agreements - Position Location Agency Code Level Report	Counts of total employee, eligible, with telework agreements group by POI.
Employee Assignment Report USDA	Employee Assignment Report	Telework Agreements - Position Location POI Level Report	A listing of POI Level information.
Employee Contacts	Listing of employee's emergency contacts	Telework Agreements Denied Report	A listing of denied telework agreements
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'	Telework by Employee Report	Telework by Employee Report
Employees on Appointment Limitations Report	Employees that have appointment limitations	Telework by Organization Report	Telework by Organization Report
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets	Telework by Series-Grade Report	Counts of total employee, eligible, telework agreements, grouped by Series, Grade and Participation.
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling	Telework Coordinators by Agency Code Report	A listing of telework coordinators by agency
Essential Employees	Listing of all essential employees	Telework Degree Of Participation	Outlines total number of employees in an agency, how many are telework eligible, and how many are teleworking
FESI Extract for Agency Report	FESI Extract export for records by agency	Telework Miles Saved Report	A listing of telework miles saved
Final Timesheets	Employees separated from the organization	Telework Participation Report	A listing of how many employees have used telework transactions
Job Audit Logs	Audit entries for background job activity and outcome	Telework Utilization Report	Lists total hours of telework by transaction code per organization and/or employee
Leave Audit	Leave Audit Report	Timekeeper Assignments	Timekeepers and employees assigned to them
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees	Timesheet Profile Audit Logs	Audit logs for timesheet profile changes
Leave Time Expiration Report	Leave time expiring by pay period	Timesheet Status	Timesheet status counts by timekeeper
Login Activity Report USDA	Returns the users that meet the criteria of the inactivity period and organization	Timesheet Summary	Summarization of timesheet, leave and activity
Login Audit Logs	Audit entries for login successes and failures	Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact	Uncertified Timesheets	A listing of uncertified timesheets
New Employees	Newly hired employees	Unprocessed Timesheets	A listing of unprocessed timesheets
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization	Unvalidated Timesheets	A listing of unvalidated timesheets
Organization Assignment	Users assigned to each role per organization	USDA Telework Report	Counts of total employee, eligible, telework agreements etc group by POI.
Override Report	Employee Override details		

My Saved and Scheduled Reports Cancel

Figure 168: Reports Page

2. Select the ***Timesheet Status*** link. The Timesheet Status Report Parameters page is displayed.

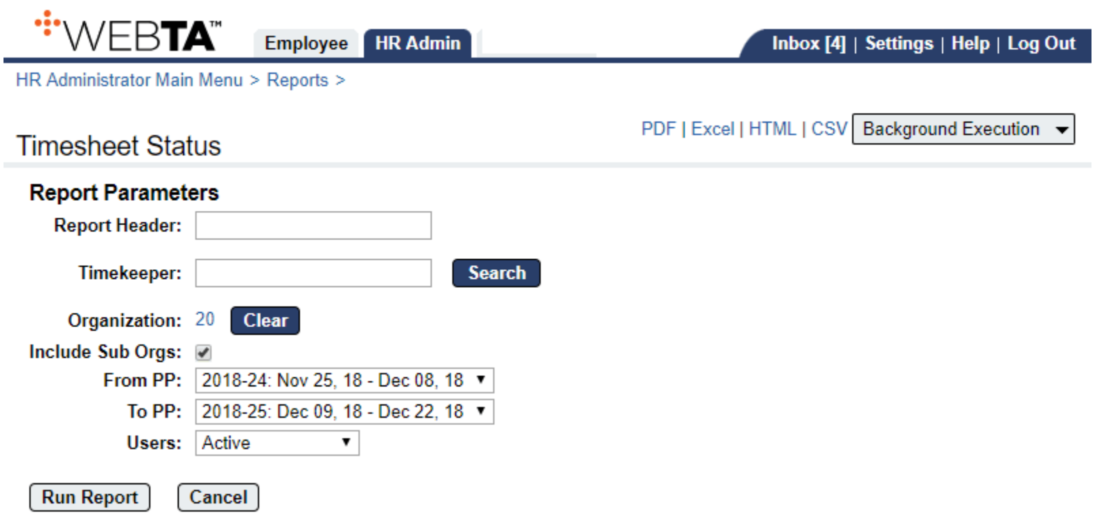


Figure 169: Timesheet Status Reprt Parameters Page

3. Complete the following fields:

Report Header (see "***Report Header Field Instruction***" on page 233)

Timekeeper (see "***Timekeeper Field Instruction***" on page 237)

Organization (see "***Organization Field Instruction***" on page 231)

Include Sub Orgs (see "***Include Sub Orgs Field Instruction***" on page 228)

From PP (see "***From PP Field Instruction***" on page 226)

To PP (see "***To PP Field Instruction***" on page 238)

Users (see "***Users Field Instruction***" on page 240)

4. Select the **Run Report** button to run and display the report.

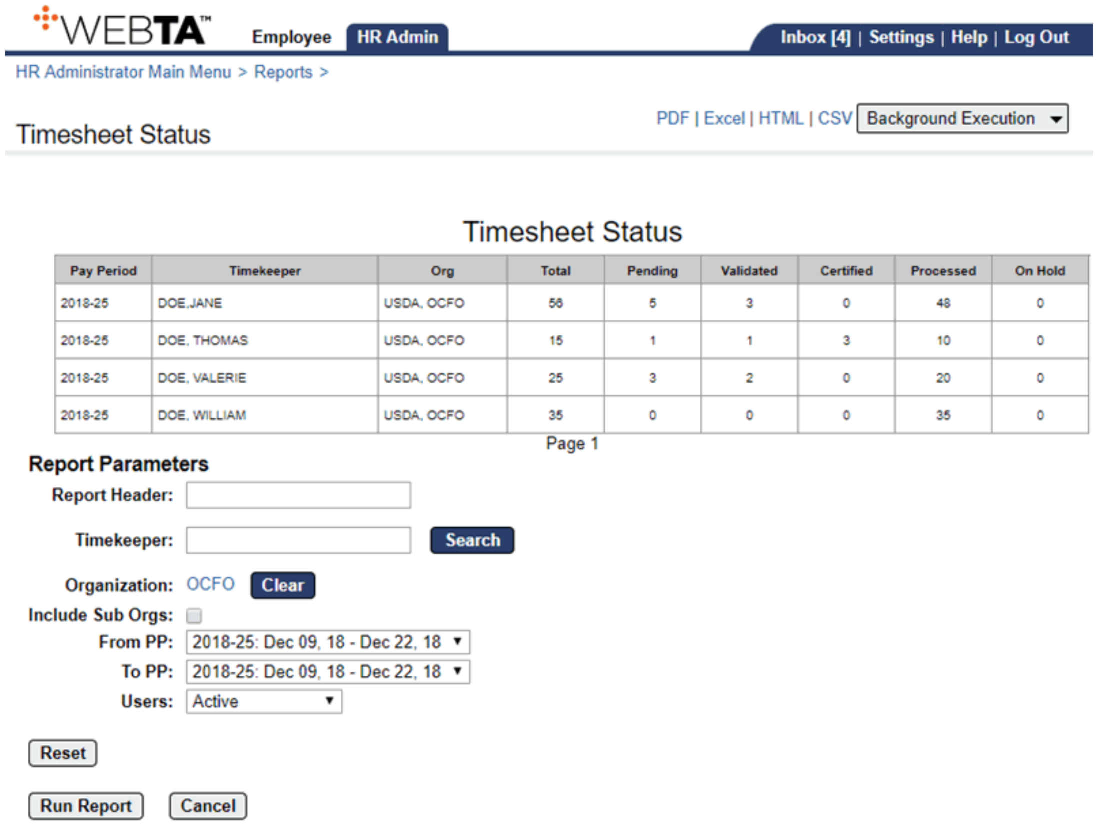


Figure 170: Timesheet Status Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the ***Background Execution*** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see ***My Saved and Scheduled Reports*** (on page 119).

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

Step	Description
Select the **Cancel** button	Returns you to the Reports page.

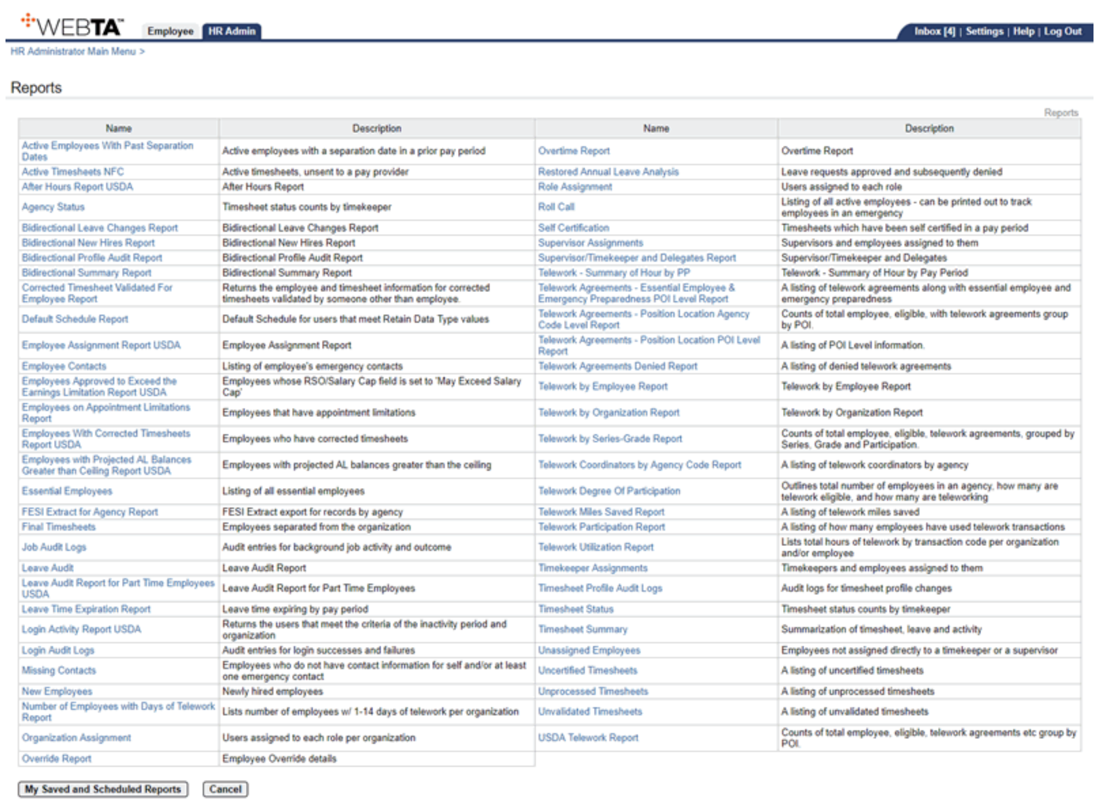
Step	Description
Select the ***HR Admin*** tab	Returns you to the HR Administrator Menu page.
Select ***Log Out***	Logs you out of webTA.

Timesheet Summary

The Timesheet Summary Report is a printable version of the Timesheet Summary for up to 10 selected employees. In order to view this report, it must be exported to a PDF file.

To Run the Timesheet Summary Report:

1. Select the ***Reports*** link from the Reports section on the HR Administrator Menu page. The Reports menu is displayed.



Name	Description	Name	Description
Active Employees With Past Separation Dates	Active employees with a separation date in a prior pay period	Overtime Report	Overtime Report
Active Timesheets NFC	Active timesheets, unsent to a pay provider	Restored Annual Leave Analysis	Leave requests approved and subsequently denied
After Hours Report USDA	After Hours Report	Role Assignment	Users assigned to each role
Agency Status	Timesheet status counts by timekeeper	Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report	Self Certification	Timesheets which have been self certified in a pay period
Bidirectional New Hires Report	Bidirectional New Hires Report	Supervisor Assignments	Supervisors and employees assigned to them
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report	Supervisor/Timekeeper and Delegates Report	Supervisor/Timekeeper and Delegates
Bidirectional Summary Report	Bidirectional Summary Report	Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.	Telework Agreements - Essential Employee & Emergency Preparedness POI Level Report	A listing of telework agreements along with essential employee and emergency preparedness
Default Schedule Report	Default Schedule for users that meet Retain Data Type values	Telework Agreements - Position Location Agency Code Level Report	Counts of total employee, eligible, with telework agreements group by POI.
Employee Assignment Report USDA	Employee Assignment Report	Telework Agreements - Position Location POI Level Report	A listing of POI Level information.
Employee Contacts	Listing of employee's emergency contacts	Telework Agreements Denied Report	A listing of denied telework agreements
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'	Telework by Employee Report	Telework by Employee Report
Employees on Appointment Limitations Report	Employees that have appointment limitations	Telework by Organization Report	Telework by Organization Report
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets	Telework by Series-Grade Report	Counts of total employee, eligible, telework agreements, grouped by Series, Grade and Participation.
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling	Telework Coordinators by Agency Code Report	A listing of telework coordinators by agency
Essential Employees	Listing of all essential employees	Telework Degree Of Participation	Outlines total number of employees in an agency, how many are telework eligible, and how many are teleworking
FESI Extract for Agency Report	FESI Extract export for records by agency	Telework Miles Saved Report	A listing of telework miles saved
Final Timesheets	Employees separated from the organization	Telework Participation Report	A listing of how many employees have used telework transactions
Job Audit Logs	Audit entries for background job activity and outcome	Telework Utilization Report	Lists total hours of telework by transaction code per organization and/or employee
Leave Audit	Leave Audit Report	Timekeeper Assignments	Timekeepers and employees assigned to them
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees	Timesheet Profile Audit Logs	Audit logs for timesheet profile changes
Leave Time Expiration Report	Leave time expiring by pay period	Timesheet Status	Timesheet status counts by timekeeper
Login Activity Report USDA	Returns the users that meet the criteria of the inactivity period and organization	Timesheet Summary	Summarization of timesheet, leave and activity
Login Audit Logs	Audit entries for login successes and failures	Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact	Uncertified Timesheets	A listing of uncertified timesheets
New Employees	Newly hired employees	Unprocessed Timesheets	A listing of unprocessed timesheets
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization	Unvalidated Timesheets	A listing of unvalidated timesheets
Organization Assignment	Users assigned to each role per organization	USDA Telework Report	Counts of total employee, eligible, telework agreements etc group by POI.
Override Report	Employee Override details		

Figure 171: Reports Page

2. Select the ***Timesheet Summary*** link. The Timesheet Summary Report Parameters page is displayed.

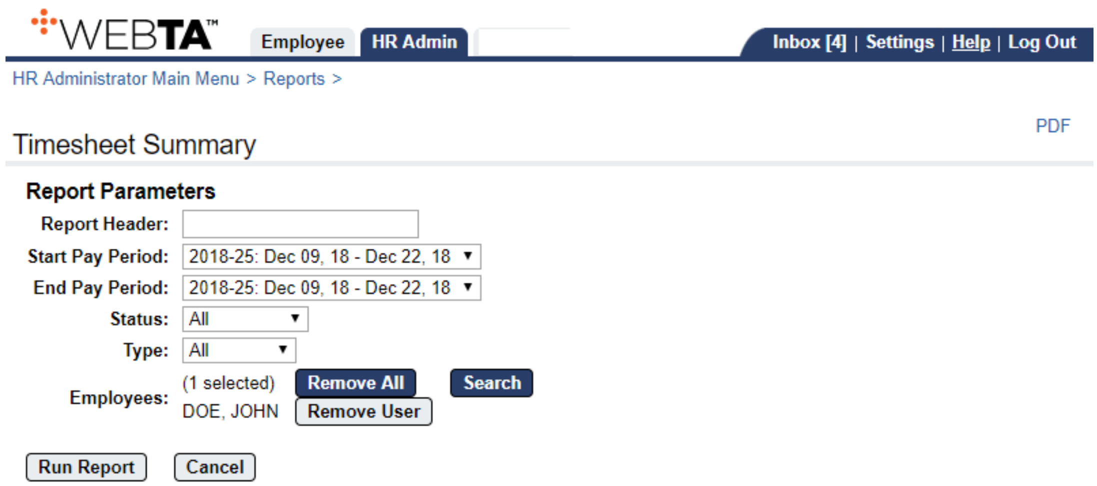


Figure 172: Timesheet Summary Report Parameters Page

3. Complete the following Report Parameters fields:

   Report Header (see "***Report Header Field Instruction***" on page 233)

   Start Pay Period (see "***Start Pay Period Field Instruction***" on page 236)

   End Pay Period (see "***End Pay Period Field Instruction***" on page 226)

   Status (see "***Status Field Instruction***" on page 236)

   Type (see "***Type Field Instruction***" on page 239)

   Employee (see "***Employee Field Instruction***" on page 225)

   The Timesheet Summary Report Parameters page is displayed with the selected Employees listed.

4. Select the **Run Report** button. The message *Click one of the report links to export the report* is displayed.

5. Select the ***PDF*** link. The File Download box appears.

6. Select the **Save** button. The Save As dialog box appears.

7. Choose the location to save the report.

8. Select the **Save** button.

   At this point, the following options are available:

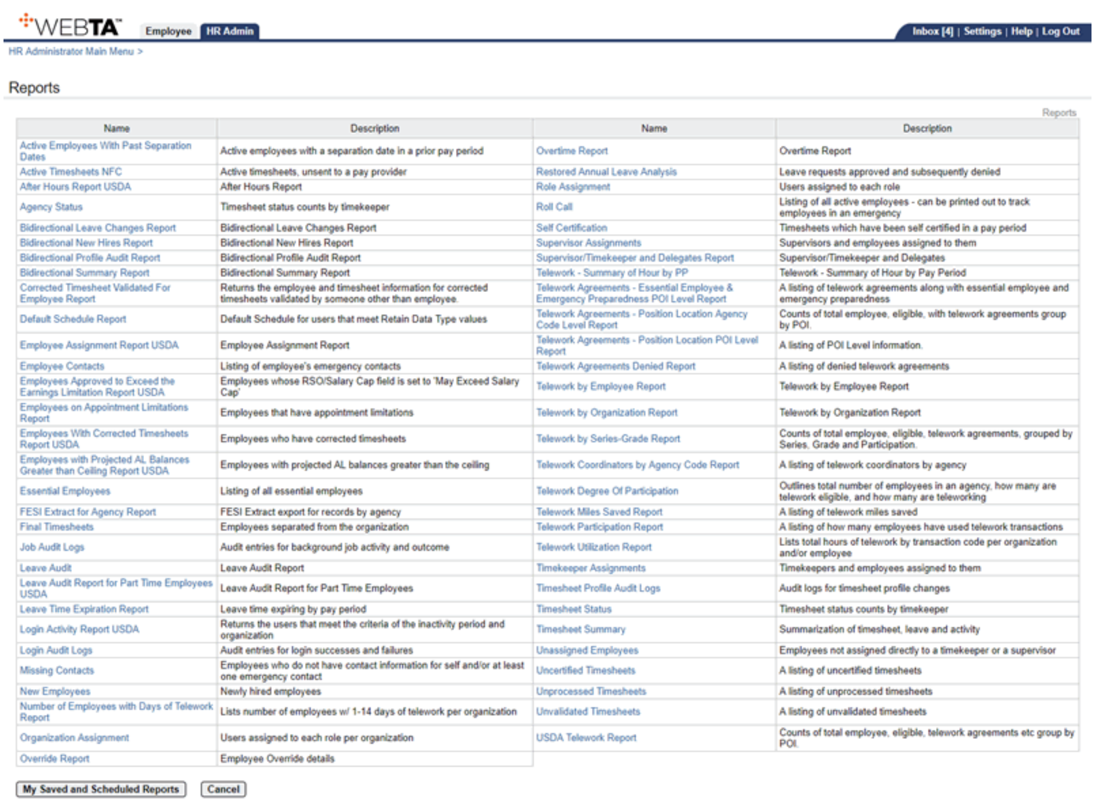
Step	Description
Select the **Cancel** button	Returns you to the Reports page.
Select the ***HR Admin*** tab	Returns you to the HR Administrator Menu page.
Select ***Log Out***	Logs you out of webTA.

Unassigned Employees

The Unassigned Employees report lists employees not assigned directly to a timekeeper or a supervisor.

To Run the Unassigned Employees Report:

1. Select the ***Reports*** link from the Reports section on the HR Administrator Menu page. The Reports menu is displayed.



Name	Description	Name	Description
Active Employees With Past Separation Dates	Active employees with a separation date in a prior pay period	Overtime Report	Overtime Report
Active Timesheets NFC	Active timesheets, unsent to a pay provider	Restored Annual Leave Analysis	Leave requests approved and subsequently denied
After Hours Report USDA	After Hours Report	Role Assignment	Users assigned to each role
Agency Status	Timesheet status counts by timekeeper	Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report	Self Certification	Timesheets which have been self certified in a pay period
Bidirectional New Hires Report	Bidirectional New Hires Report	Supervisor Assignments	Supervisors and employees assigned to them
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report	Supervisor/Timekeeper and Delegates Report	Supervisor/Timekeeper and Delegates
Bidirectional Summary Report	Bidirectional Summary Report	Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.	Telework Agreements - Essential Employee & Emergency Preparedness POI Level Report	A listing of telework agreements along with essential employee and emergency preparedness
Default Schedule Report	Default Schedule for users that meet Retain Data Type values	Telework Agreements - Position Location Agency Code Level Report	Counts of total employee, eligible, with telework agreements group by POI.
Employee Assignment Report USDA	Employee Assignment Report	Telework Agreements - Position Location POI Level Report	A listing of POI Level information.
Employee Contacts	Listing of employee's emergency contacts	Telework Agreements Denied Report	A listing of denied telework agreements
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'	Telework by Employee Report	Telework by Employee Report
Employees on Appointment Limitations Report	Employees that have appointment limitations	Telework by Organization Report	Telework by Organization Report
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets	Telework by Series-Grade Report	Counts of total employee, eligible, telework agreements, grouped by Series, Grade and Participation.
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling	Telework Coordinators by Agency Code Report	A listing of telework coordinators by agency
Essential Employees	Listing of all essential employees	Telework Degree Of Participation	Outlines total number of employees in an agency, how many are telework eligible, and how many are teleworking
FESI Extract for Agency Report	FESI Extract export for records by agency	Telework Miles Saved Report	A listing of telework miles saved
Final Timesheets	Employees separated from the organization	Telework Participation Report	A listing of how many employees have used telework transactions
Job Audit Logs	Audit entries for background job activity and outcome	Telework Utilization Report	Lists total hours of telework by transaction code per organization and/or employee
Leave Audit	Leave Audit Report	Timekeeper Assignments	Timekeepers and employees assigned to them
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees	Timesheet Profile Audit Logs	Audit logs for timesheet profile changes
Leave Time Expiration Report	Leave time expiring by pay period	Timesheet Status	Timesheet status counts by timekeeper
Login Activity Report USDA	Returns the users that meet the criteria of the inactivity period and organization	Timesheet Summary	Summarization of timesheet, leave and activity
Login Audit Logs	Audit entries for login successes and failures	Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact	Uncertified Timesheets	A listing of uncertified timesheets
New Employees	Newly hired employees	Unprocessed Timesheets	A listing of unprocessed timesheets
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization	Unvalidated Timesheets	A listing of unvalidated timesheets
Organization Assignment	Users assigned to each role per organization	USDA Telework Report	Counts of total employee, eligible, telework agreements etc group by POI.
Override Report	Employee Override details		

Figure 173: Reports Page

2. Select the ***Unassigned Employees*** link. The Unassigned Employees Report Parameters page is displayed.

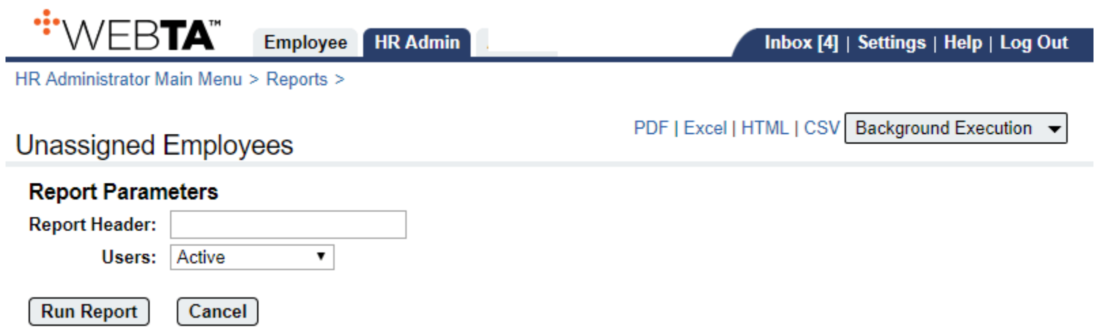


Figure 174: Unassigned Employees Report Parameters Page

3. Complete the following Report Parameters fields:

Report Header (see "***Report Header Field Instruction***" on page 233)

Users (see "***Users Field Instruction***" on page 240)

4. Select the **Run Report** button to run and display the report.

Figure 175: Unassigned Employees Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see ***My Saved and Scheduled Reports*** (on page 119).

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

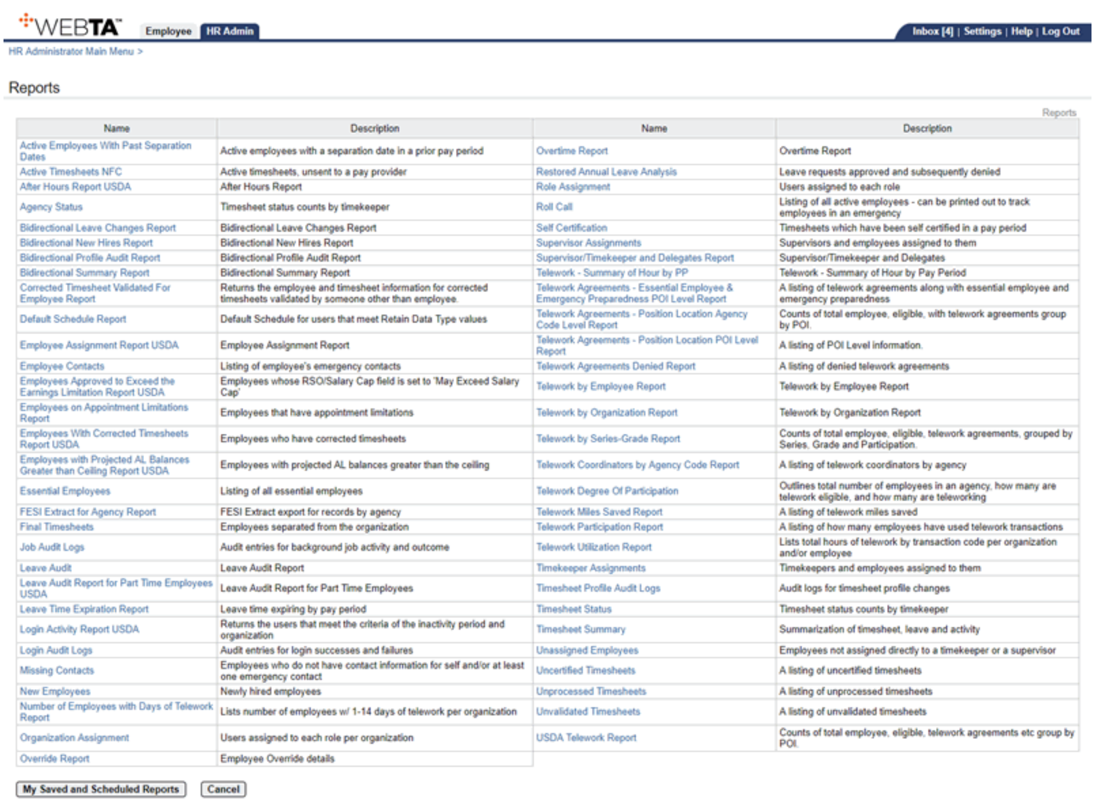
Step	Description
Select the **Cancel** button	Returns you to the Reports page.
Select the ***HR Admin*** tab	Returns you to the HR Administrator Menu page.
Select ***Log Out***	Logs you out of webTA.

Uncertified Timesheets

The Uncertified Timesheets report provides a list of timesheets that have not been certified.

To Run the Uncertified Timesheets Report:

1. Select the ***Reports*** link from the Reports section on the HR Administrator Menu page. The Reports menu is displayed.



Name	Description	Name	Description
Active Employees With Past Separation Dates	Active employees with a separation date in a prior pay period	Overtime Report	Overtime Report
Active Timesheets NFC	Active timesheets, unsent to a pay provider	Restored Annual Leave Analysis	Leave requests approved and subsequently denied
After Hours Report USDA	After Hours Report	Role Assignment	Users assigned to each role
Agency Status	Timesheet status counts by timekeeper	Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report	Self Certification	Timesheets which have been self certified in a pay period
Bidirectional New Hires Report	Bidirectional New Hires Report	Supervisor Assignments	Supervisors and employees assigned to them
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report	Supervisor/Timekeeper and Delegates Report	Supervisor/Timekeeper and Delegates
Bidirectional Summary Report	Bidirectional Summary Report	Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.	Telework Agreements - Essential Employee & Emergency Preparedness POI Level Report	A listing of telework agreements along with essential employee and emergency preparedness
Default Schedule Report	Default Schedule for users that meet Retain Data Type values	Telework Agreements - Position Location Agency Code Level Report	Counts of total employee, eligible, with telework agreements group by POI.
Employee Assignment Report USDA	Employee Assignment Report	Telework Agreements - Position Location POI Level Report	A listing of POI Level information.
Employee Contacts	Listing of employee's emergency contacts	Telework Agreements Denied Report	A listing of denied telework agreements
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'	Telework by Employee Report	Telework by Employee Report
Employees on Appointment Limitations Report	Employees that have appointment limitations	Telework by Organization Report	Telework by Organization Report
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets	Telework by Series-Grade Report	Counts of total employee, eligible, telework agreements, grouped by Series, Grade and Participation.
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling	Telework Coordinators by Agency Code Report	A listing of telework coordinators by agency
Essential Employees	Listing of all essential employees	Telework Degree Of Participation	Outlines total number of employees in an agency, how many are telework eligible, and how many are teleworking
FESI Extract for Agency Report	FESI Extract export for records by agency	Telework Miles Saved Report	A listing of telework miles saved
Final Timesheets	Employees separated from the organization	Telework Participation Report	A listing of how many employees have used telework transactions
Job Audit Logs	Audit entries for background job activity and outcome	Telework Utilization Report	Lists total hours of telework by transaction code per organization and/or employee
Leave Audit	Leave Audit Report	Timekeeper Assignments	Timekeepers and employees assigned to them
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees	Timesheet Profile Audit Logs	Audit logs for timesheet profile changes
Leave Time Expiration Report	Leave time expiring by pay period	Timesheet Status	Timesheet status counts by timekeeper
Login Activity Report USDA	Returns the users that meet the criteria of the inactivity period and organization	Timesheet Summary	Summarization of timesheet, leave and activity
Login Audit Logs	Audit entries for login successes and failures	Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact	Uncertified Timesheets	A listing of uncertified timesheets
New Employees	Newly hired employees	Unprocessed Timesheets	A listing of unprocessed timesheets
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization	Unvalidated Timesheets	A listing of unvalidated timesheets
Organization Assignment	Users assigned to each role per organization	USDA Telework Report	Counts of total employee, eligible, telework agreements etc group by POI.
Override Report	Employee Override details		

My Saved and Scheduled Reports | Cancel

Figure 176: Reports Page

2. Select the ***Uncertified Timesheets*** link. The Uncertified Timesheets Report Parameters page is displayed.

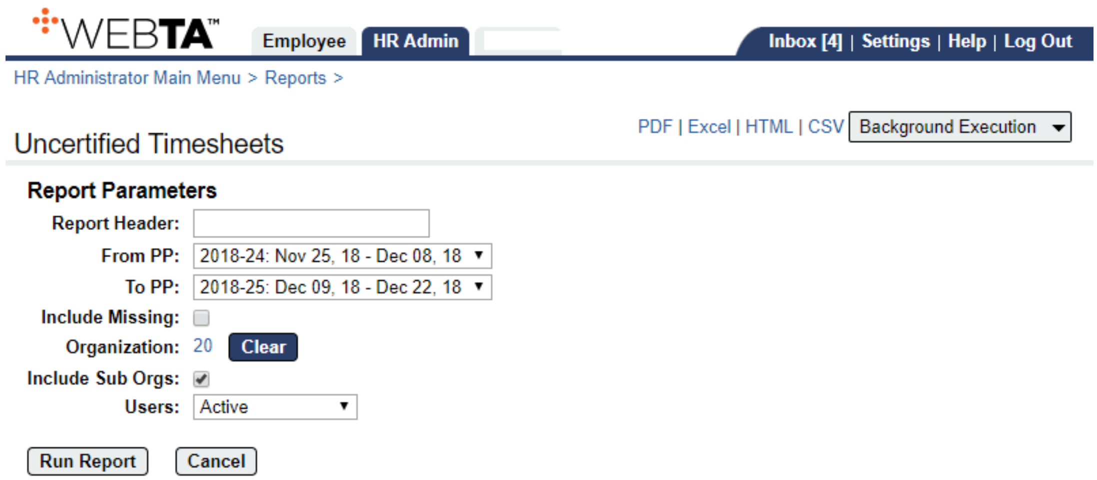


Figure 177: Uncertified Timesheets Report Parameters Page

3. Complete the following fields:

Report Header (see "***Report Header Field Instruction***" on page 233)

From PP (see "***From PP Field Instruction***" on page 226)

To PP (see "***To PP Field Instruction***" on page 238)

Include Missing (see "***Include Missing Field Instruction***" on page 227)

Organization (see "***Organization Field Instruction***" on page 231)

Include Sub Orgs (see "***Include Sub Orgs Field Instruction***" on page 228)

Users (see "***Users Field Instruction***" on page 240)

4. Select the **Run Report** button to run and display the report.

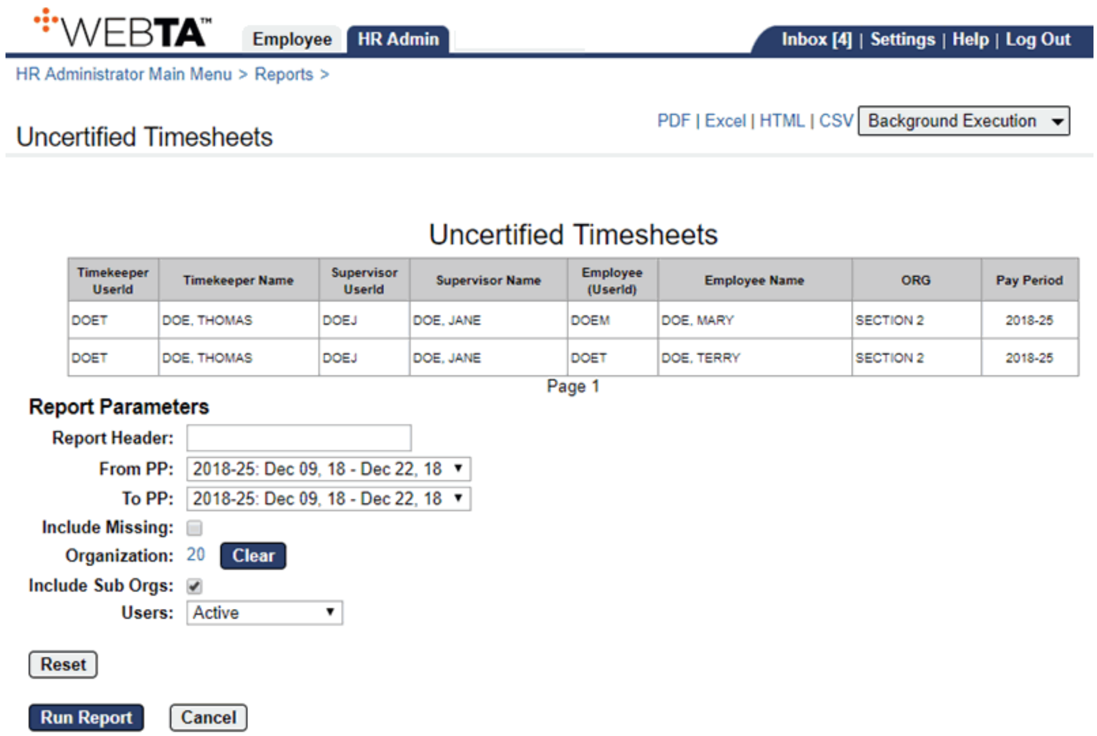


Figure 178: Uncertified Timesheets Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the ***Background Execution*** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see ***My Saved and Scheduled Reports*** (on page 119).

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

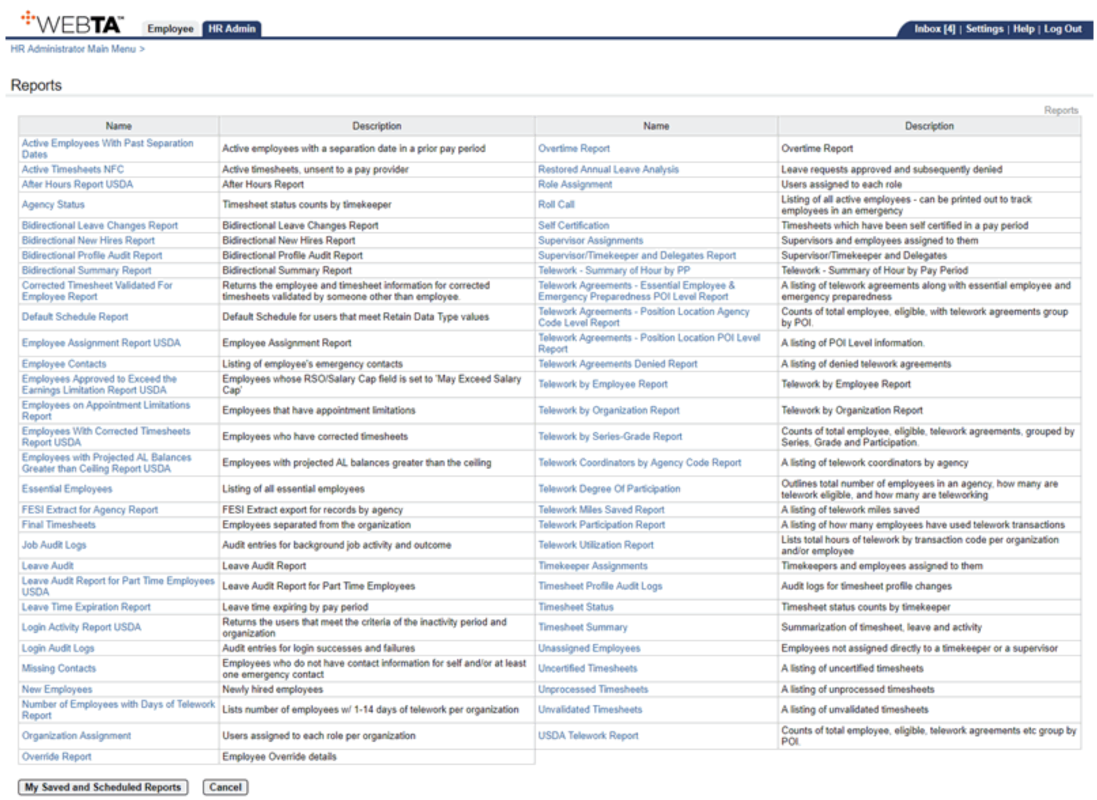
Step	Description
Select the **Cancel** button	Returns you to the Reports page.
Select the ***HR Admin*** tab	Returns you to the HR Administrator Menu page.
Select ***Log Out***	Logs you out of webTA.

Unprocessed Timesheets

The Unprocessed Timesheets report lists unprocessed timesheets for a pay period or range of pay periods.

To Run the Unprocessed Timesheets Report:

1. Select the ***Reports*** link from the Reports section on the HR Administrator Menu page. The Reports menu is displayed.



WEBTA Employee HR Admin Inbox [4] | Settings | Help | Log Out

HR Administrator Main Menu >

Reports

Reports

Name	Description	Name	Description
Active Employees With Past Separation Dates	Active employees with a separation date in a prior pay period	Overtime Report	Overtime Report
Active Timesheets NFC	Active timesheets, unsent to a pay provider	Restored Annual Leave Analysis	Leave requests approved and subsequently denied
After Hours Report USDA	After Hours Report	Role Assignment	Users assigned to each role
Agency Status	Timesheet status counts by timekeeper	Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report	Self Certification	Timesheets which have been self certified in a pay period
Bidirectional New Hires Report	Bidirectional New Hires Report	Supervisor Assignments	Supervisors and employees assigned to them
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report	Supervisor/Timekeeper and Delegates Report	Supervisor/Timekeeper and Delegates
Bidirectional Summary Report	Bidirectional Summary Report	Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.	Telework Agreements - Essential Employee & Emergency Preparedness POI Level Report	A listing of telework agreements along with essential employee and emergency preparedness
Default Schedule Report	Default Schedule for users that meet Retain Data Type values	Telework Agreements - Position Location Agency Code Level Report	Counts of total employee, eligible, with telework agreements group by POI.
Employee Assignment Report USDA	Employee Assignment Report	Telework Agreements - Position Location POI Level Report	A listing of POI Level information.
Employee Contacts	Listing of employee's emergency contacts	Telework Agreements Denied Report	A listing of denied telework agreements
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'	Telework by Employee Report	Telework by Employee Report
Employees on Appointment Limitations Report	Employees that have appointment limitations	Telework by Organization Report	Telework by Organization Report
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets	Telework by Series-Grade Report	Counts of total employee, eligible, telework agreements, grouped by Series, Grade and Participation.
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling	Telework Coordinators by Agency Code Report	A listing of telework coordinators by agency
Essential Employees	Listing of all essential employees	Telework Degree Of Participation	Outlines total number of employees in an agency, how many are telework eligible, and how many are teleworking
FESI Extract for Agency Report	FESI Extract export for records by agency	Telework Miles Saved Report	A listing of telework miles saved
Final Timesheets	Employees separated from the organization	Telework Participation Report	A listing of how many employees have used telework transactions
Job Audit Logs	Audit entries for background job activity and outcome	Telework Utilization Report	Lists total hours of telework by transaction code per organization and/or employee
Leave Audit	Leave Audit Report	Timekeeper Assignments	Timekeepers and employees assigned to them
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees	Timesheet Profile Audit Logs	Audit logs for timesheet profile changes
Leave Time Expiration Report	Leave time expiring by pay period	Timesheet Status	Timesheet status counts by timekeeper
Login Activity Report USDA	Returns the users that meet the criteria of the inactivity period and organization	Timesheet Summary	Summarization of timesheet, leave and activity
Login Audit Logs	Audit entries for login successes and failures	Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact	Uncertified Timesheets	A listing of uncertified timesheets
New Employees	Newly hired employees	Unprocessed Timesheets	A listing of unprocessed timesheets
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization	Unvalidated Timesheets	A listing of unvalidated timesheets
Organization Assignment	Users assigned to each role per organization	USDA Telework Report	Counts of total employee, eligible, telework agreements etc group by POI.
Override Report	Employee Override details		

My Saved and Scheduled Reports | Cancel

Figure 179: Reports Page

2. Select the ***Unprocessed Timesheets*** link. The Unprocessed Timesheets Report Parameters page is displayed.

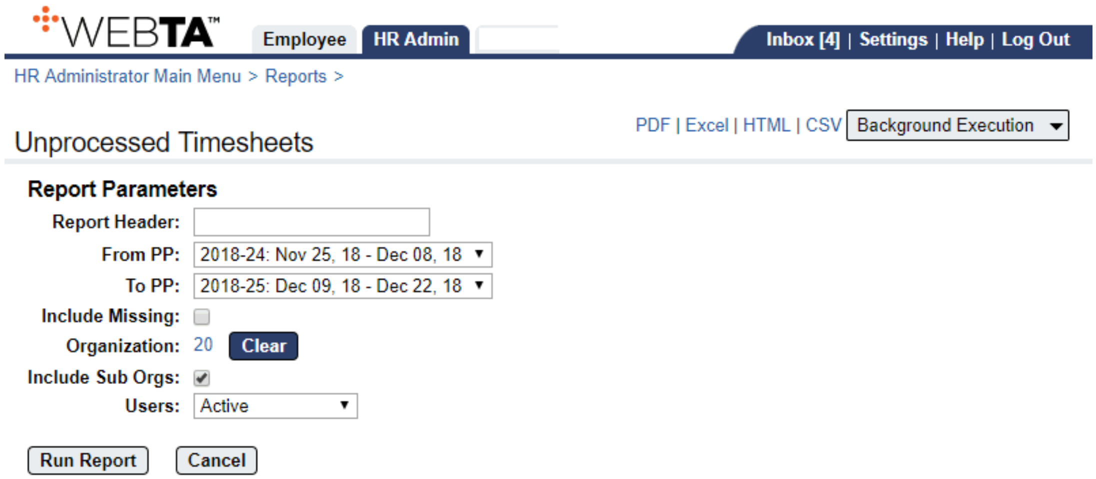


Figure 180: Unprocessed Timesheets Report Parameters Page.

3. Complete the following Report Parameters fields:

Report Header (see "***Report Header Field Instruction***" on page 233)

From PP (see "***From PP Field Instruction***" on page 226)

To PP (see "***To PP Field Instruction***" on page 238)

Include Missing (see "***Include Missing Field Instruction***" on page 227)

Organization (see "***Organization Field Instruction***" on page 231)

Users (see "***Users Field Instruction***" on page 240)

4. Select the **Run Report** button to run and display the report.

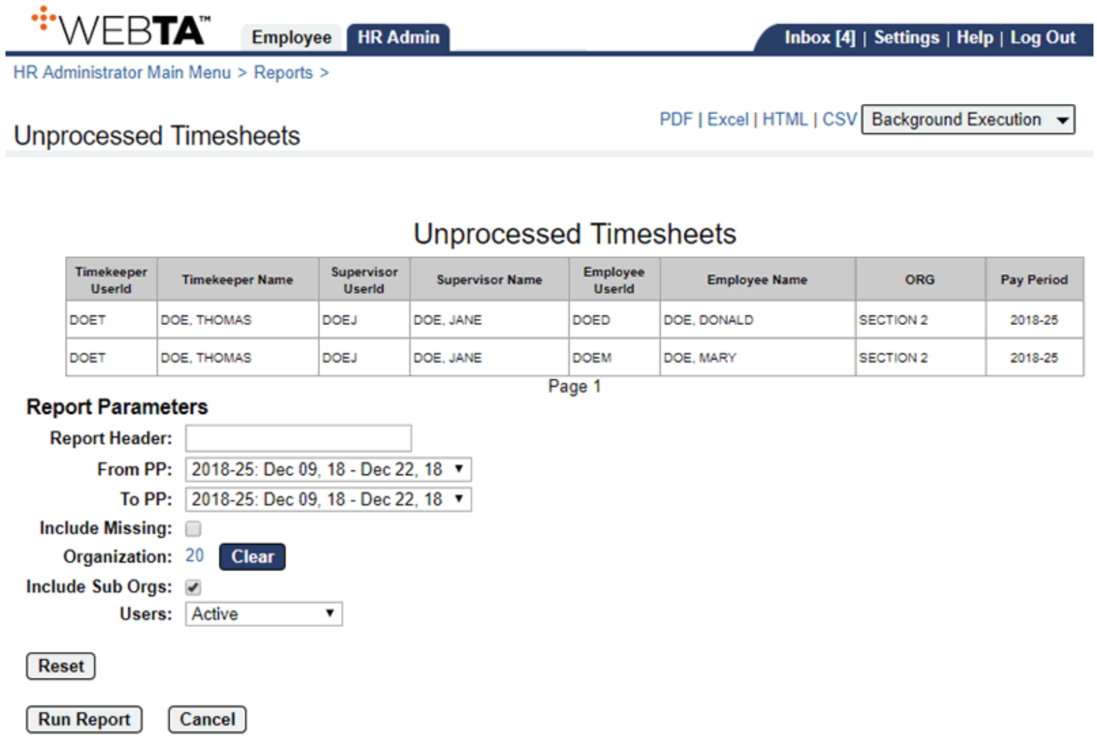


Figure 181: Unprocessed Timesheets Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see ***My Saved and Scheduled Reports*** (on page 119).

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

Step	Description
Select the **Cancel** button	Returns you to the Reports page.
Select the ***HR Admin*** tab	Returns you to the HR Administrator Menu page.

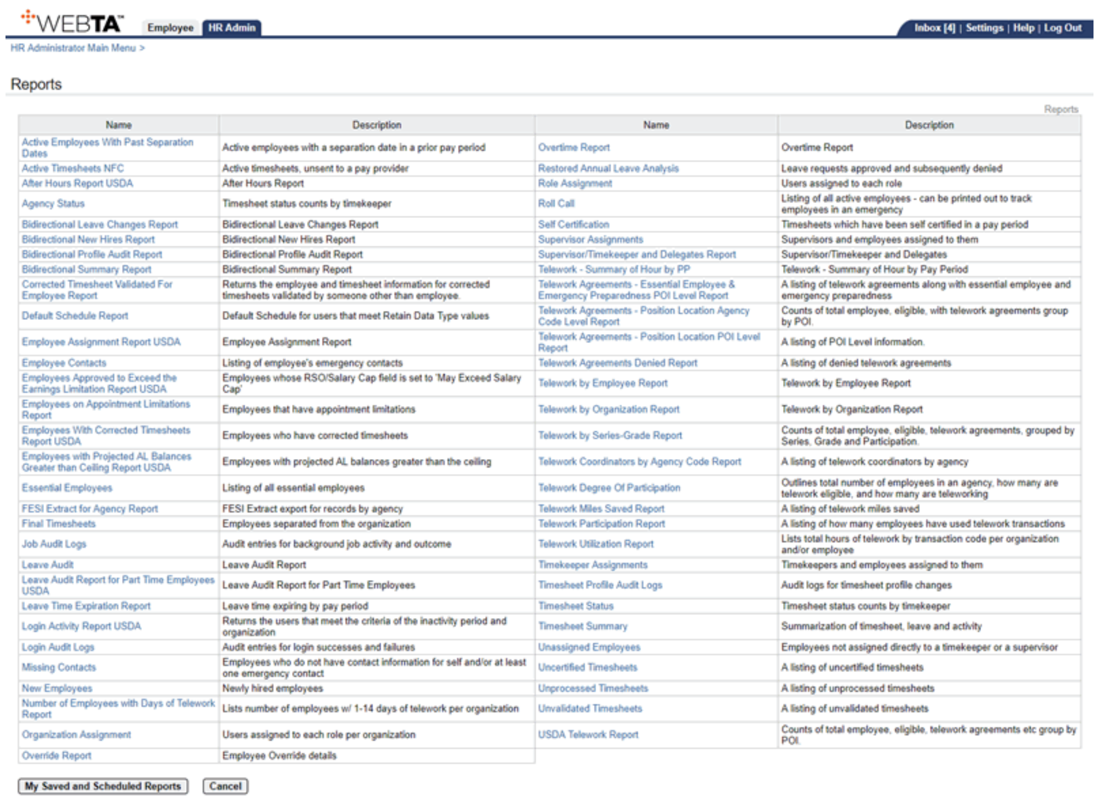
Step	Description
Select ***Log Out***	Logs you out of webTA.

Unvalidated Timesheets

The Unvalidated Timesheets report provides a list of timesheets that have not yet been validated.

To Run the Unvalidated Timesheets Report:

1. Select the ***Reports***. link from the Reports section on the HR Administrator Menu page. The Reports menu is displayed.



Name	Description	Name	Description
Active Employees With Past Separation Dates	Active employees with a separation date in a prior pay period	Overtime Report	Overtime Report
Active Timesheets NFC	Active timesheets, unsent to a pay provider	Restored Annual Leave Analysis	Leave requests approved and subsequently denied
After Hours Report USDA	After Hours Report	Role Assignment	Users assigned to each role
Agency Status	Timesheet status counts by timekeeper	Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report	Self Certification	Timesheets which have been self certified in a pay period
Bidirectional New Hires Report	Bidirectional New Hires Report	Supervisor Assignments	Supervisors and employees assigned to them
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report	Supervisor/Timekeeper and Delegates Report	Supervisor/Timekeeper and Delegates
Bidirectional Summary Report	Bidirectional Summary Report	Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.	Telework Agreements - Essential Employee & Emergency Preparedness POI Level Report	A listing of telework agreements along with essential employee and emergency preparedness
Default Schedule Report	Default Schedule for users that meet Retain Data Type values	Telework Agreements - Position Location Agency Code Level Report	Counts of total employee, eligible, with telework agreements group by POI.
Employee Assignment Report USDA	Employee Assignment Report	Telework Agreements - Position Location POI Level Report	A listing of POI Level information.
Employee Contacts	Listing of employee's emergency contacts	Telework Agreements Denied Report	A listing of denied telework agreements
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'	Telework by Employee Report	Telework by Employee Report
Employees on Appointment Limitations Report	Employees that have appointment limitations	Telework by Organization Report	Telework by Organization Report
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets	Telework by Series-Grade Report	Counts of total employee, eligible, telework agreements, grouped by Series, Grade and Participation.
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling	Telework Coordinators by Agency Code Report	A listing of telework coordinators by agency
Essential Employees	Listing of all essential employees	Telework Degree Of Participation	Outlines total number of employees in an agency, how many are telework eligible, and how many are teleworking
FESI Extract for Agency Report	FESI Extract export for records by agency	Telework Miles Saved Report	A listing of telework miles saved
Final Timesheets	Employees separated from the organization	Telework Participation Report	A listing of how many employees have used telework transactions
Job Audit Logs	Audit entries for background job activity and outcome	Telework Utilization Report	Lists total hours of telework by transaction code per organization and/or employee
Leave Audit	Leave Audit Report	Timekeeper Assignments	Timekeepers and employees assigned to them
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees	Timesheet Profile Audit Logs	Audit logs for timesheet profile changes
Leave Time Expiration Report	Leave time expiring by pay period	Timesheet Status	Timesheet status counts by timekeeper
Login Activity Report USDA	Returns the users that meet the criteria of the inactivity period and organization	Timesheet Summary	Summarization of timesheet, leave and activity
Login Audit Logs	Audit entries for login successes and failures	Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact	Uncertified Timesheets	A listing of uncertified timesheets
New Employees	Newly hired employees	Unprocessed Timesheets	A listing of unprocessed timesheets
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization	Unvalidated Timesheets	A listing of unvalidated timesheets
Organization Assignment	Users assigned to each role per organization	USDA Telework Report	Counts of total employee, eligible, telework agreements etc group by POI.
Override Report	Employee Override details		

Figure 182: Reports Page

2. Select the ***Unvalidated Timesheets*** link. The Unvalidated Timesheets Report Parameters page is displayed.

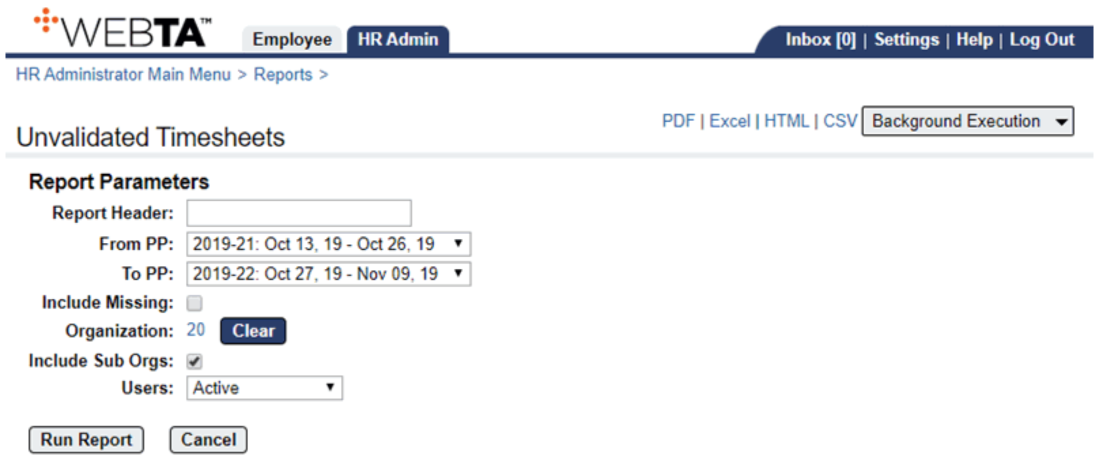


Figure 183: Unvalidated Timesheets Report Parameters Page

3. Complete the following fields:

Report Header (see "***Report Header Field Instruction***" on page 233)

From PP (see "***From PP Field Instruction***" on page 226)

To PP (see "***To PP Field Instruction***" on page 238)

Include Missing (see "***Include Missing Field Instruction***" on page 227)

Organization (see "***Organization Field Instruction***" on page 231)

Include Sub Orgs (see "***Include Sub Orgs Field Instruction***" on page 228)

Users (see "***Users Field Instruction***" on page 240)

4. Select the **Run Report** button to run and display the report.

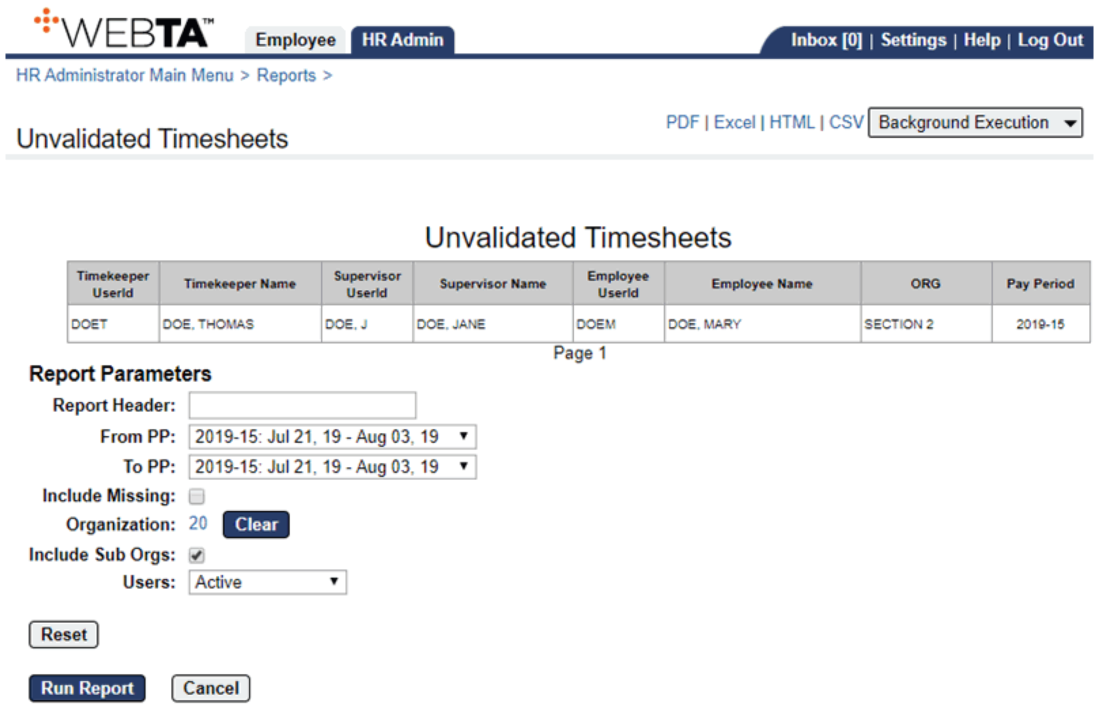


Figure 184: Unvalidated Timesheets Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type. A dialog box displays options to open or save the output file.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see ***My Saved and Scheduled Reports*** (on page 119).

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

Step	Description
Select the **Cancel** button	Returns you to the Reports page.
Select the ***HR Admin*** tab	Returns you to the HR Administrator Menu page.
Select ***Log Out***	Logs you out of webTA.

Field Descriptions and Instructions

This section contains the descriptions and instructions for the fields in webTA.

This section includes the following topics:

Account Field Instruction

Account
Select the **Search Account** button and choose the applicable accounting code from the list.

Accounting Type Field Instruction

Accounting Type
Select the employee's accounting type from the drop-down list.

Active Field Instruction

Active
Select this check box if the employee is an active employee. This box is checked by default.

After Hour Time Field Instruction

After Hour Time
Select the applicable after hour time from the drop-down list.

Agency Field Instruction

Agency
Select the applicable Agency for the report from the drop-down list.

Note: After select the Agency, the POI field is displayed.

Agency Field Instruction (Required)

Agency
Required field
Select the applicable Agency from the drop-down list.

Alternative Work Schedule Field Instruction (Required)

Alternative Work Schedule
Required field
Select the employee's alternative work schedule from the drop-down list. This field defaults to **`Regular 8-hour Days`**.

Amount Field Instruction - LTP Donation (Required)

Amount
Required field
Enter the amount of leave that you wish to donate.

Note: If you attempt to donate more hours than you have available for any given leave type, an error message will display.

Appointment Parameter Field Instruction

Appointment Parameter
Select the appointment parameter for the report from the drop-down list. Valid values are **`Days`**, **`Hours`**, and **`Dollars`**.

Approved Donations Field Description

Approved Donations
Displays the number of approved donated hours.

Balance Field Description

Balance
Displays the number of hours remaining in the account.

BUS Code Field Instruction - New User

BUS Code
Enter the employee's bargaining unit status (BUS) code, if desired.

Date Field Instruction

Date

Enter a date for the report.

OR

Select the date from the calendar icon.

Delete Field Description

Delete
Displays an `X` in a text box if the leave transfer account is able to be deleted.

Dept Descriptor Field Instruction

Dept Descriptor
Enter the Department descriptor of the Department for the report.

Description Field Description

Description
Displays a description of the leave transfer account.

Donation Limit Waiver Field Instruction

Donation Limit Waiver
Select this box to override the leave donation limitation.

Note: If this box is checked, justification for the override must be provided in the Remarks box.

Duty Hours Field Instruction (Required)

Duty Hours
Required field
Enter the employee's duty hours. This field defaults to `80`.

E Auth Internal ID Field Instruction

E Auth Internal ID
Enter your eAuth Internal ID.

E Auth Internal ID Field Instruction - New User

E Auth Internal ID
Enter the employee's eAuth Internal ID, if applicable.

E-Mail Address Field Instruction

E-Mail Address
Enter the employee's email address.

ELTP Leave Recipient Field Description

ELTP Leave Recipient
This field defaults to **No** when adding an employee.

Employee Field Instruction

Employee
Enter the employee's name or select the **Search** button to search for and select the employee.

Note: Leave the field blank to run the report on all employees.

Employee Id Field

Employee Id
Enter the Employee ID of the employee for the report.

Employee ID Field Instruction - New User

Employee ID
Enter the employee's ID, if applicable.

End Date Field Instruction - LTP (Required)

End Date
Required field
Enter the date that the recipient must stop using the donated leave.

OR

Select the end date from the calendar icon.

End Pay Period Field Instruction

End Pay Period
Select the ending pay period for the report from the drop-down list.

Event Field Description

Event
Displays the event name of the leave transfer account.

Event Field Instruction (Required)

Event
Required
Enter an event name for the leave transfer account. This event must be established before a recipient can use donated leave.

Exclude Delegate Field Instruction

Exclude Delegate
Select this box to exclude delegated employees from this report.

Final Report Field Instruction - New User

Final Report
This field is not used when adding an employee.

First Name Field Instruction (Required)

First Name
Required field
Enter the employee's first name.

From PP Field Instruction

From PP

Select the beginning pay period for the report from the drop-down list.

Home Leave Category Field Instruction - New User

Home Leave Category
Select the amount of home leave that the employee is eligible to accrue in a year from the drop-down list. This field is only used if the employee is eligible to earn home leave.

Home Leave Computation Date Field Instruction

Home Leave Computation Date
Enter or select the start date if the employee is eligible to participate in the home leave accrual program.

Home Leave End Date Field Instruction

Home Leave End Date
Enter or select the end date of the employee's participation in the home leave accrual program, if applicable.

Include Compensatory Time Field Instruction

Include Compensatory Time
Check this box to include compensatory time on the report.

Include Compensatory Time Religious Field Instruction

Include Compensatory Time Religious
Check this box to include compensatory time religious on the report.

Include Compensatory Time Travel Field Instruction

Include Compensatory Time Travel
Check this box to include compensatory time travel on the report.

Include Missing Field Instruction

Include Missing
Check this box to include missing timesheets on the report.

Include Restored Annual Leave Field Instruction

Include Restored Annual Leave
Check this box to include restored annual leave on the report.

Include Sub Orgs Field Instruction

Include Sub Orgs
Uncheck this box to include sub organizations. This field defaults to the box being checked.

Include Time Off Award Field Instruction

Include Time Off Award
Check this box to include time off award on the report.

Last Name Field Instruction (Required)

Last Name
Required field
Enter the employee's last name.

Leave Category Override Field Instruction

Leave Category Override
Select an option from the drop-down list to override the default annual leave accrual that is set by the service computation date (SCD).

Leave Ceiling Override Field Instruction

Leave Ceiling Override
Enter the annual leave ceiling amount if the employee is allowed to exceed the default leave ceiling.

Leave Type Field Instruction - Leave Audit

Leave Type
Select the leave type for the report from the drop-down list.

Leave Type Field Instruction - LTP Donation (Required)

Leave Type
Required field
This field defaults to **`Annual Leave`**. Select the **Search Leave Type** button change the leave type being donated from **`Annual Leave`** to **`Restored Annual Leave`**.

Leave Year Field Instruction

Leave Year
Select the applicable leave year for the report from the drop-down list.

LTP Leave Limit Field Instruction (Required)

LTP Leave Limit
Required field
Enter the maximum amount of leave that the recipient may use.

Medical Emergency Type Field Instruction (Required)

Medical Emergency Type
Required field
Select the applicable medical emergency type. Valid values are **`Personal`** and **`Family`**.

Middle Name Field Instruction

Middle Name
Enter the employee's middle name or initial, if applicable.

Military Emergency Leave Flag Field Instruction

Military Emergency Leave Flag
Check this box if the employee is entitled to military emergency leave.

Military Regular Leave Flag Field Instruction

Military Regular Leave Flag
Check this box if the employee is entitled to military regular leave.

Name Field Description

Name
Displays the name of the leave transfer account.

Negative Advanced Leave Balance Override Field Instruction

Negative Advance Leave Balance Override
Select `Yes` to only include accounts that allow overriding the user's FMMI-assigned Negative Advanced Leave Balance. Select `No` to only include accounts that prohibit overriding the user's FMMI-assigned Negative Advance Leave Balance.

Note: HR Administrators can manually enable or disable the Negative Advanced Leave Balance on the user's timesheet profile.

Negative Annual Leave Balance Field Instruction - New User

Negative Annual Leave Balance
Check this box to indicate that the employee may have a negative annual leave balance.

Negative Religious Comp Time Balance Field Instruction

Negative Religious Comp Time Balance
Select `Yes` to only include accounts that allow overriding the user's FMMI-assigned Negative Religious Comp Time Balance. Select `No` to only include accounts that prohibit overriding the user's FMMI-assigned Negative Religious Comp Time Balance.

Note: HR Administrators can manually enable or disable the Religious Comp Time Balance on the user's timesheet profile.

Negative Religious Comp Time Balance Field Instruction - New User

Negative Religious Comp Time Balance
Check this box to indicate that the employee may have a negative religious compensatory time balance.

Negative Sick Leave Balance Field Instruction

Negative Sick Leave Balance

Select **Yes** to only include accounts that allow overriding the user's FMMI-assigned Negative Sick Leave Balance. Select **No** to only include accounts that prohibit overriding the user's FMMI-assigned Negative Sick Leave Balance.

Note: HR Administrators can manually enable or disable the Negative Sick Leave Balance on the user's timesheet profile.

Negative Sick Leave Balance Field Instruction - New User

Negative Sick Leave Balance
Check this box to indicate that the employee may have a negative sick leave balance.

New Contact Point Field Instruction

New Contact Point
Check this box if the contact point information has been updated.

No Time Tracking Field Instruction

No Time Tracking
Select this check box if the employee does not use webTA to record time and attendance.

Oath of Office Field Instruction

Oath of Office
Check this box to indicate that this is a new employee.

On Hold Field Instruction - New User

On Hold
This field is not used when adding an employee.

Organization Field Instruction

Organization
Defaults to the user's Organization.

Note: To change the Organization, select **Clear**, then select **None Selected** to display the Organization Management page to search for and select an Organization or Sub Organization for the report.

Organization Field Instruction (Required)

Organization
Required field
Select the **Find an Organization** button to search for and select the employee's organization.

Override EmpowHR Supervisor Assignment Field Instruction

Override EmpowHR Supervisor Assignment
Select the check box if the employee's FMMI-assigned supervisor information from the EmpowHR feed may be overridden.

Password Field Instruction

Password
Enter your eAuthentication password.

Password Field Instruction (Required)

Password
Required field
Enter a password based on the requirements defined by the Agency.

Password Field Instruction - webTA

Password
Enter your webTA password.

Pay Period Field Instruction

Pay Period
Select the applicable pay period for the report from the drop-down list.

Pay Period Field Instruction - LTP Donation (Required)

Pay Period
Required field
Select the applicable pay period for the donation from the drop-down list.

Pay Plan Field Instruction (Required)

Pay Plan
Required field
Select the employee's pay plan from the drop-down list. This field defaults to **`GS General Schedule (reg)`**.

Pending Donations Field Description

Pending Donations
Displays the number of donations waiting to be approved or denied.

POI Field Instruction

POI
Select this link to display the Select POIs page to search for and select a POI for the report. This field defaults to ***None Selected***.

POI Field Instruction (Required)

POI
Required field
Select the **Select a POI** button to select the employee's personnel office identifier (POI).

Remarks Field Instruction

Remarks
Enter any applicable remarks.

Report Header Field Instruction

Report Header
Enter a header for the report, if desired.

Note: This will be displayed in addition to the report name.

Restoration Preference Field Instruction (Required)

Restoration Preference

Required field
Select the applicable restoration preference from the drop-down list. Valid values are **`Restore to Current Leave Year`** and **`Restore to Next Leave Year`**.

Note: Unused leave may be donated to another recipient after it has been restored.

Retype Password Field Instruction (Required)

Retype Password
Required field
Enter the password again.

Role Field Instruction

Role
Select the applicable role for the report. Valid values are **`Supervisor`** and **`Timekeeper`**.

RSO/Salary Cap Field Instruction - New User

RSO/Salary Cap
Select the applicable option from the drop-down list if the employee is approved for regularly scheduled overtime.

Select Roles Field Instruction

Select Roles
All roles are included on the report by default. To select one or more specific roles, press the **Ctrl** key and select applicable roles.

Service Computation Date Field Instruction (Required)

Service Computation Date
Required field
Enter the employee's SCD.

OR

Select the date from the calendar icon.

SSN Field Instruction (Required)

SSN
Required field
Enter the employee's Social Security number.

Standby AUO Percent Field Instruction

Standby AUO Percent
Select the percentage for the number of hours of standby used in week 1 and week 2 or the Administratively Uncontrollable Overtime (AUO) percentage for this employee, if applicable.

Standby Hours Week 1 Field Instruction

Standby Hours Week 1
Select the applicable option from the drop-down list if the employee is entitled to premium pay for standby duty in week 1.

Standby Hours Week 2 Field Instruction - New User

Standby Hours Week 2
Select the applicable option from the drop-down list if the employee is entitled to premium pay for standby duty in week 2.

Start Date Field Instruction - LTP (Required)

Start Date
Required field
Enter the date that the recipient may begin using the donated leave.

OR

Select the starting date from the calendar icon.

Start Page Field Instruction

Start Page
Displays the employee's highest role information. If the employee has more than one webTA role, verify that the highest role available is selected from the drop-down list.

Start Pay Period Field Instruction

Start Pay Period
Select the starting pay period for the report from the drop-down list.

Statement of Condition Field Instruction

Statement of Condition
Enter an explanation of the recipient's condition, if applicable.

State Code Field Instruction (Required)

State Code
Required field
Select the timekeeper's assigned State from the drop-down list.

State Field Instruction - Report Parameters

State
Select the applicable State from the drop-down list.

Status Change Day Field Instruction - New User

Status Change Day
Select the applicable start day from the drop-down list.

Status Change Type Field Instruction - New User

Status Change Type
Select ***Start*** from the drop-down list.

Status Field Description - LTP

Status
Displays the status of the leave transfer account. Valid values are **All**, **Non-Closed**, **Open**, **Close Pending**, and **Closed**.

Status Field Instruction

Status

Select the applicable request status for your search. Valid values are **`All`**, **`Pending`**, **`Approved`**, and **`Denied`**.

Supervisor Field Instruction

Supervisor
Enter the name of the supervisor for the request for which you are searching.

Supervisor Field Instruction - Reports

Supervisor
Enter the supervisor's name or select the **Search** button to search for and select the supervisor.

Note: Leave the field blank to run the report on all supervisors.

Supervisor Field Instruction (Required)

Supervisor
Required field
Enter the name of the employee's supervisor.

OR

Select the **Search for Supervisor** button to search for the supervisor by name.

Timekeeper Field Instruction

Timekeeper
Enter the name of the timekeeper for the request for which you are searching.

Timekeeper Field Instruction (Required)

Timekeeper
Required field
Enter the name of the employee's timekeeper.

OR

Select the **Search for Timekeeper** button to search for the timekeeper by name.

Timekeeper Field Instruction (Required) - New User

Timekeeper
Required field
Enter the employee's timekeeper number. This number is auto-populated from the timekeeper's profile.

Timekeeper Field Instruction - Report Parameters

Timekeeper
Enter the applicable timekeeper's name.

OR

Select the **Search** button to search for and select the applicable timekeeper.

Timekeeper's Organization Field Instruction

Timekeeper's Organization
Displays the timekeeper's organization code.

Timesheet Status Field Instruction

Timesheet Status
Select the applicable status from the drop-down list.

Timezone Field Instruction

Timezone
Select the employee's time zone from the drop-down list.

To PP Field Instruction

To PP
Select the ending pay period for the report from the drop-down list.

Tour of Duty Field Instruction (Required)

Tour of Duty
Required field
Select the employee's tour of duty from the drop-down list. This field defaults to **`Full Time`**.

Town Field Instruction (Required)

Town
Required Field
Enter in the timekeeper's assigned four-digit town code.

Type Field Description

Type
Displays the type of leave transfer account. Valid values are **`Emergency Leave Transfer Program`**, **`Leave Bank Program`**, and **`Voluntary Leave Transfer Program`**.

Type Field Instruction

Type
Select the type of account from the drop-down list.

Unit Field Instruction

Unit
Enter the applicable unit for the report.

Unit Field Instruction (Required)

Unit
Required field
Enter the timekeeper's two-digit unit code.

User ID Field Instruction

User ID
Enter your eAuthentication user ID.

User ID Field Instruction (Required)

User ID
Required field
Enter a unique user ID.

Note: If the user ID entered is already being used, you will be prompted to enter another user ID.

User ID Field Instruction - webTA

User ID
Enter your webTA user ID.

Users Field Instruction

Users
Select the type of user for the report from the drop-down list.

VLTP Recipient Field Description

VLTP Recipient
This field defaults to **No** when adding an employee.

Work Week Field Instruction

Work Week
Enter a work week description, if desired.

Index

A

B

C

D

E

M

N

O

P

R

S